

DUTY STATEMENT

ASSISTANT TO THE BOROUGH PRESIDENT (QUEENS)

Under executive direction of the Queens Borough President Office, and with broad scope for the exercise of independent judgement and serves as confidential assistant to the Borough President. Is responsible in providing administrative and clerical support for all executive office related activities. Works with executive office to schedule, plan, and implement all events and meetings. Performs government relations administrative tasks, such as managing the submission of briefings. Performs special administrative and or confidential duties as assigned by the Borough President or Chief of Staff. Researches and coordinates special projects as assigned. Serves as a liaison with other city agencies, community groups, businesses, schools, and local organizations to secure necessary background information for Borough President's public speaking engagements. Researches, and edits letters, reports, brochures, documents, and information packets.