

**CONFIDENTIAL EXECUTIVE ASSISTANT (COMPTROLLER)**

**Duties and Responsibilities**

This is a managerial class of positions; serves as a confidential aide/advisor to the senior executive staff, including Assistant Comptrollers and Bureau Chiefs, on matters of a sensitive, confidential, and policy-making nature. Conducts confidential inquiries, collects and secures confidential data from various sources, and prepares preliminary reports. Plans and coordinates confidential projects, analyses, and studies, and recommends needed policy modifications. Manages inquiries from both internal and external stake holders, including elected officials, press/media outlets, constituents, state/local government entities, non-profits, community organizations, advocacy groups etc. May also represent the Assistant Comptrollers and Bureau Chiefs at meetings with city agencies, division heads and the executive management related to special projects, and coordinates the implementation of directives issued by the Office of the Comptroller. Provides timely briefings to the executive staff on assigned projects and policy initiatives. Performs related work.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and a minimum of four (4) or more years of satisfactory full-time experience in the areas related to the assignment, of which 18 months must have been in an executive, administrative, supervisory, or managerial capacity; or,
2. Education and/or experience which is equivalent to "1" above; however, all candidates must possess at least 18 months experience in an executive, administrative, supervisory, or managerial capacity in the areas related to the assignment.

**Lines of Promotion**

**None.** This class of positions is classified in the Non-Competitive Class.