

PROPOSED DUTIES STATEMENT

Confidential Assistant to the Director (IBO)

Under executive direction, serves as an executive assistant and confidential aide and performs highly confidential and difficult and responsible administrative work directly for the Director (IBO).

Coordinates agendas and logistics for complex and confidential internal and external meetings, including conferences and special events, and track outcomes to ensure appropriate follow-up.

Records the proceedings and statements at confidential meetings, prepares the agenda and makes all necessary arrangements for the same.

Engages in confidential research activities to compile data and information for the expeditious consideration and determination of policy questions.

Prepares briefing materials, talking points and presentations for use by the Director in internal and external meetings, including those with the IBO Advisory Committee, City and State agencies, and other stakeholders of the agency.

Supports the Director in responding to urgent issues and coordinates internal and external responses, conveys instructions to agency staff on Director's behalf, and ensures timely responses and follow up.

Serves as project manager, as assigned, for large, cross-functional, and/or agency-wide projects or initiatives.

Tracks the Director's schedule of appointments, telephone calls, messages, and incoming written materials, and assigns follow-up activities to agency staff as needed.

Reviews and replies to or drafts replies to correspondence addressed to the Director.

Performs related duties at the request of the Director.