



CHICHESTER CITY COUNCIL

JOB DESCRIPTION

Post Title: Mayor's Secretary

Reporting to: Town Clerk

Job Purpose(s)

1. To undertake administrative and secretarial duties in support of the activities of the Mayor, Town Clerk and City Council generally.
2. Liaise with other staff as necessary to ensure smooth administration of the Council's affairs.
3. Maintaining the Mayoral budget

Job/Activities

1. To provide a comprehensive secretarial service to the Mayor including, for example:
 - (a) dealing with the Mayor's incoming/outgoing post
 - (b) liaising with organisations regarding Mayoral visits and appointments
 - (c) maintaining the Mayoral diary and preparation and distribution of a weekly programme
 - (d) liaising with the media in the promotion of Mayoral activities, eg: press releases photo-shoots, television/radio coverage
 - (e) maintaining a Mayoral "Scrap Book" of publicity for archive purposes
 - (f) organisation/assistance with Mayoral/Civic/Commercial events that may involve out-of-hours and weekend working, Mayoral Receptions, Remembrance Sunday, Civic Awards
 - (g) liaising with the Lord Lieutenant's Office, Chairmen of West Sussex County Council and Chichester District Council together with other organisations (ie: Twinning) on Mayoral matters of protocol

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- (h) attendance at Civic Officers training conferences/workshops
 - (i) raising purchase orders/cheques in relation to Mayoral activities within budget constraints
 - (j) dealing with members of the public enquiries, appointments to see the mayor, and ensuring effective diary management
 - (k) organisation of Civic gifts in relation to Mayoral overseas visits and the maintenance of the Civic Gifts register, as and when required
 - (l) arrangement of overseas travel for Mayor and or Councillors as and when required
 - (m) overseeing and updating supplies located in the Mayor's Parlour (ie: refreshments etc)
 - (n) providing cover for the Committee Officer - production of agenda and minutes and attendance at meetings and to provide administrative cover generally as necessary throughout the office
 - (o) providing reception cover for lunchtime/sick absence
 - (p) liaising with the organisers of Mayoral Charity events and assisting where necessary with the Mayor's Charity of the day
2. To provide a secretarial service to the Town Clerk when required.