City of Missoula

Mayor's Executive Assistant

SALARY	$28.14 - $30.92 Hourly	**LOCATION**	Missoula, Montana
JOB TYPE	Regular, Full-Time	**JOB NUMBER**	00774
DEPARTMENT	Mayor & Communications	**OPENING DATE**	11/16/2026
CLOSING DATE	12/6/2026 11:59 PM Mountain		

Overview

Bring Organization, Initiative, and Professionalism to City Leadership.

As the Mayor's Executive Assistant, you'll play an important role in supporting the Mayor and Chief Administrative Officer while helping keep the Mayor's Office organized, responsive, and running smoothly. From managing executive calendars and coordinating meetings to handling constituent communications, preparing correspondence, and supporting City initiatives, you'll help ensure the Mayor's Office operates effectively and stays connected to the community.

We're seeking a highly organized, proactive, and professional individual who can balance competing priorities, exercise sound judgment, and handle sensitive matters with discretion. If you thrive in a fast-paced environment, enjoy building relationships, and bring strong administrative and communication skills, this is an opportunity to contribute directly to the leadership and service of the City of Missoula.

Screening of applications will begin on Monday, December 7, 2026. It is in your best interest to apply before this date.

To Apply: All applicants must submit the **City of Missoula application AND a Cover Letter** explaining your interest in this position and detailing how your experience and education meet the qualifications.

Failure to attach the cover letter will result in your application being incomplete, and therefore, not reviewed by the hiring manager.

Resumes will not be reviewed. All details should be entered on the application.

Starting Pay:
New hires start within our entry-to-market range, depending on experience and qualifications. The starting range for the position is $28.14 - 30.92/hour and will increase each year for longevity and cost of living adjustments.

Full Pay Range:
Each position also has a full wage range that reflects potential growth over time, including annual increases for longevity and cost-of-living. The full range for the position is $28.14 - 32.78/hour.

Essential Functions

Executive Support and Calendar Management

- Provide high-level executive administrative support to the Mayor and Chief Administrative Officer (CAO), including strategic calendar management, scheduling appointments, coordinating itineraries, and managing competing demands on executive time and attention.
- Maintain a working understanding of the City's strategic plan, the Mayor's priorities, and key City initiatives to effectively assess and prioritize meeting requests, communications, and other executive scheduling needs.
- Anticipate administrative and logistical needs of the Mayor and CAO, proactively identifying scheduling conflicts, upcoming deadlines, and opportunities to improve executive workflow, build key relationships, and identify emerging issues.
- Coordinate meeting preparation, including gathering background materials, preparing agendas and briefing packets, coordinating logistics, and tracking administrative follow-up items.
- Accompany the Mayor to meetings and events, as needed, to provide administrative support, including taking notes, documenting events, and coordinating schedules and logistics.
- Exercise a high degree of discretion, professionalism, and independent judgment in managing confidential and sensitive information, communications, and matters involving the Mayor's Office.
- Provide administrative and logistical support for the Mayor's Office special projects, initiatives, studies, and events.

Constituent Services and Communication

- Serve as a primary point of contact for communications directed to the Mayor's Office, including telephone calls, emails, correspondence, and in-person inquiries; assess and prioritize communications; and coordinate appropriate responses.
- Provide general information to residents regarding City services, programs, and initiatives, referring technical, regulatory, or policy-related questions to appropriate City departments and staff.
- Receive, track, and coordinate responses to constituent requests, concerns, and complaints directed to the Mayor's Office, including facilitating communication with appropriate City departments and following up on outstanding matters and resolutions.
- Draft, prepare, and distribute correspondence, memoranda, and other communications on behalf of the Mayor's Office.
- Support routine maintenance and updates to Mayor's Office communications materials, including website content, newsletters, and social media support, in coordination with City communications staff and consistent with City standards.
- Coordinate administrative communications, scheduling, and information-sharing with local, state, and federal agencies and other external partners, as directed.

Mayor's Office Administration

- Coordinate daily administrative operations of the Mayor's Office, including reception, office scheduling, document preparation, payroll coordination, and other administrative support functions.
- Provide administrative support for the Mayor's Office budget, including processing coding and tracking invoices, monitoring budget performance, and assisting with annual department budget preparation.
- Organize and maintain office files, records, databases, correspondence, and administrative procedure manuals in accordance with City policies and records management requirements.

- Maintain office supplies and inventory, including ordering and tracking supplies.

Additional Responsibilities

- Perform other related duties as assigned, based on training and qualifications.

Knowledge, Skills and Abilities

- Knowledge of business operations principles and practices, including scheduling, data entry, records management, compiling and generating meeting notes, and various other technical and complex administrative support functions.
- Skill in using various computer software and databases, including Microsoft 365 and Copilot, and the ability to learn job-specific applications and equipment.
- Skill in organization, time management, and prioritizing with the proven ability to have keen attention to detail and accuracy in performing work with adherence to strict deadlines.
- Skill in multitasking in a fast-paced environment.
- Skill in communicating, in person and in writing, with the proven ability to establish and maintain effective working relationships with diverse individuals.
- Ability to manage multiple projects with shifting priorities and timeline demands.
- Ability to create informational, outreach, and presentation content and materials, including basic visual aids such as charts and graphs.
- Ability to maintain and exhibit integrity and discretion in handling confidential and sensitive information.
- Ability to maintain current knowledge, developments, and trends related to specific areas of focus and/or assigned projects.
- Ability to exercise initiative, judgment, identify issues, and make decisions within the scope of assigned authority.
- Ability to provide responsive, solution-oriented customer service while maintaining professionalism and diplomacy when interacting with residents, elected officials, community partners, and City staff.
- Ability to learn, interpret, and apply City and departmental policies, procedures, and practices, including various federal, state, and local laws, codes, and regulations affecting the operations of the City.

Working Conditions

- Position may require the ability to lift and maneuver 30 lbs. or less.
- Duties may involve significant contact with the elected officials, the public, other employees, and/or vendors.
- May require local travel for meetings and events.

Qualifications and Additional Application Materials

- Any combination of education and experience equivalent to five (5) years of administrative support experience, or another relevant field.
- Must have a valid Montana driver's license with a verified acceptable driving record or the ability to obtain within 60 days of hire.
- Experience in public administration, preferred.

The City of Missoula does not sponsor employment visas (e.g., F-1, H-1B, TM). Applicants must be authorized to work in the United States on a full-time basis at the time of application.

Employer

City of Missoula

Address

435 Ryman Street
Human Resources
Missoula, Montana, 59802

Phone
406-552-6130

Website
https://www.ci.missoula.mt.us/

Mayor's Executive Assistant Supplemental Questionnaire

*QUESTION 1

Have you attached your cover letter to complete your application?

- ◯ Yes
- ◯ No

* Required Question