

**DUTIES STATEMENT**

**EXECUTIVE ASSISTANT TO COMMISSIONER (DVS)**

The Executive Assistant to the Commissioner (DVS) is a managerial position. The position serves as the main liaison on behalf of the Commissioner and agency staff; advises and supports the Deputy Commissioners, Associate Commissioner, and Assistant Commissioners in the development and facilitation of the agency's strategic plan and the ongoing management of strategic plan tasks, including staff development for community outreach and other field staff functions; assumes a critical role in the management and coordination of the Veterans Advisory Board, including its quarterly meetings, research requirements, policy queries and annual report; serves as a key liaison with City Hall/Office of Deputy Mayor for Strategic Policy Initiatives for multiple functions, including strategic communications, special projects, IGA/legal consultation, Mayoral correspondence management; logistics/meeting coordination with internal and external stakeholders, and meeting preparation, as well as follow-up with attendees; assists with planning/coordination of major city-wide events such as the Mayor's Veterans Breakfast, Fleet Week, and Memorial Day including assisting senior staff with identifying sponsorship, securing VIP guests, and coordinating with City Hall and key stakeholders.