



## CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

MAYOR'S OFFICE

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[bobdonchez10@gmail.com](mailto:bobdonchez10@gmail.com)

Robert J. Donchez  
Mayor

From: Robert J. Donchez, Mayor  
To: President Reynolds  
Date: March 30, 2015  
Re: Positions

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I would appreciate it if the position of **Chief of Staff** be placed on the April 7<sup>th</sup> agenda and voted on.

**Position Summary:** Organizes and is responsible for specialized and confidential administrative tasks related to the office of the City's Chief Executive.

**Qualifications:** Good knowledge of the activities of the office of the Mayor and/or the ability to readily acquire such knowledge; ability to obtain the cooperation of other City officials and residents in activities concerning the Mayor's Office; proficient writing skills; excellent organizational skills; tact and courtesy; good judgment. Considerable experience in the executive secretary or administrative assistant field; possession of a two year college degree required, graduation from a four year college or university preferred; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Essential Functions:** Performs related duties of the position under supervision of the Mayor, supervises clerical person in office. The Salary for this position is \$57,000.

If you have any questions, please feel free to contact me.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert J. Donchez", written over a horizontal line.

Robert J. Donchez  
Mayor



# CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

HUMAN RESOURCES

HR Phone: 610-865-7015

## JOB DESCRIPTION

**Job Title:** Administrative Assistant to Mayor

**Bureau:** Mayor

**Department:** Elected Officials

**Reports to:** Mayor

**Union Status:** NC

**Exempt/Non-Exempt:**

**Compensation:** 75 Hrs. /260 Days/7.5 Hrs. /Day

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**Essential Functions:** Performs related duties of the position under supervision of the Mayor, supervises clerical person in office.

### Other Duties:

- Organizes and is responsible for specialized and confidential administrative tasks related to the office for the City's Chief Executive.
- Receives and screens important calls and callers to Mayor and ascertains nature of business and directs call/caller to appropriate authority for disposition.
- Schedules appointments for the Mayor.
- Meets weekly with the Mayor to review the respective week calendar, correspondence, meeting requests, and invitations
- Prepares and coordinates all documents related to scheduled appointments and activities for the Mayor.
- Researches and writes letters on behalf of the Mayor.
- Performs these and other duties under the supervision of the Mayor.
- Supervises office staff
- Coordinates internships with local colleges and universities.
- Evaluates and assigns incoming mail; maintains confidential records and files; reviews vouchers and bills for payment.
- Manages petty cash fund and produces reports for Controller's Office.
- Maintains electronic file system.
- Arranges all aspects of business trips, luncheon meetings, wedding ceremonies, flag raising ceremonies.
- Organizes special events for Mayor: i.e. conventions, tri-City meetings, and dinners for international guests.
- Serve as liaison with all Sister City organizations
- Coordinates meetings with Sister City dignitaries and purchases exchange gifts
- Maintains record of gift exchanges between four Sister Cities and all correspondence
- Represents Mayor at certain public functions
- Coordinates all press events in conjunction with the City Information Officer
- Works with local businesses and organizations on civic matters
- At Mayor's discretion, meets with Department Heads on administrative matters
- Attends Mayor's weekly staff meeting with Department Heads, records, and works in tandem with Department Heads to complete action items
- Evaluates reports and legislation from the Pennsylvania League of Cities and Municipalities and the U.S. Conference of Mayor's and coordinates documents as needed
- Prepares annual budget for the Mayor's office
- Writes Mayor's annual budget book highlights
- Provides research assistance to the Mayor
- Is available for consultations

Administrative Assistant to Mayor (continued)

- Handles difficult situations by researching a problem, and/or meeting with the complainant , and/or having the proper City department respond satisfactorily; follows up on the aforementioned
- Manages the office payroll
- Manages use of the Mayor's Conference Room and AV equipment
- Coordinates preventative maintenance for Mayor's vehicle with City Garage
- Maintains and categorizes Mayor's personal file – personal letters, awards, scrapbooks, etc.
- Serves as designated Purchaser for all office materials and expenses
- Coordinates furnishings and annual maintenance for the Mayor's office and conference room

**Physical Requirements:** N/A

**Working Conditions:**

**Safety Sensitive Requirements:**

**Training:**

**Revised:** 6/19/2012

**Patrick Fligge**  
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**Muhlenberg College**, Allentown, PA

Associate Director, Alumni/Student Connections (February 2012 – Present)

*Lead Muhlenberg's new alumni & student career initiative, creating compelling career networking programs and events to increase alumni engagement.*

- Create strategic plan to develop and advance brand new student and alumni career initiative, and report to President, Senior Staff, and Board of Trustees
- Recruited over 900 volunteers, counseled over 300 students and alumni on relationship building practices, and facilitated 670 relationships
- Develop, plan, market, and execute alumni career programming both on campus and regionally
- Supervise 40+ student volunteers during Alumni Weekend, featuring over 50 events and 1500 alumni/guests
- Serve as liaison to Career Services Committee of the Alumni Board

Assistant Director, Alumni Relations (March 2011 – January 2012)

*Engage Muhlenberg's alumni community through events and programming to deepen the relationship between the college and its alumni.*

- Reinvigorated near-defunct regional club program in three cities, including volunteer recruitment/management, event planning, and marketing of active regional club program
- Served as liaison to the Young Alumni Engagement Committee of the Alumni Board and to three reunion classes

**Congressman Tim Holden**, Washington, DC

Scheduler (July 2010 – February 2011)

*Maintained an accurate and detail focused schedule for Congressman Holden, and served as a key point person for groups and individuals seeking to connect with the Congressman.*

- Managed the Congressman's entire schedule including prioritizing requests, gathering pertinent information, and assembling final schedule
- Communicated daily with constituents, lobbyists, federal departments/agencies, and elected officials
- Briefed Congressman and senior staff on schedule

**Senator Arlen Specter**, Allentown, Pennsylvania

Intern, then Staff Assistant (May 2009 – May 2010)

*Served as a primary contact point for constituents seeking to interact with Senator Arlen Specter.*

- Assisted in casework management, including meeting with constituents, problem identification, and official communication with state and federal agencies/departments
- Composed casework related official correspondence as well as local proclamations and citations
- Served as surrogate for Senator Specter at regional events
- Monitored local media for relevant news stories

**EDUCATION:**

**Muhlenberg College**, Allentown, Pennsylvania

Bachelor of Science Degree with double major in Political Science and Environmental Science

Graduated Magna Cum Laude as a Muhlenberg Scholar with an overall GPA of 3.832 *May 2010*