



## Salt Lake County Job Description

### **Associate Deputy Mayor and Senior Advisor to the Mayor**

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**DEPARTMENT:** Mayor's Office

**DIVISION:** Mayor's Administration/1020

**JOB CODE:** 005 **GRADE(S):** 18

**FLSA STATUS:** Exempt

**SAFETY SENSITIVE:** No

**EFFECTIVE DATE:** 01/01/2013

#### **JOB SUMMARY**

Reports directly to the Mayor and is responsible for high-level policy development and implementation. Oversees all constituent and community council relations. Specifically, this position supervises the Citizen Advocate, Director of Diversity Affairs Office, and two Community Liaisons.

#### **PREFERRED QUALIFICATIONS**

Bachelor's degree from an accredited college or university in Business, Public Administration, or other closely related field, plus eight (8) years of related experience in a position of progressively more responsible experience including supervisory, management, leadership, budgetary, or project management experience.

#### **IMPORTANT INFORMATION REGARDING THIS POSITION**

This is an appointed, at-will position without tenure and exempt from the career service system.

Revised Date/Consultant's Initials: 06/29/2015 AB