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Job Seeker?

Location: Quick Post: Edit your job

### Enhance Your Online Ads!

Increase your ad's effectiveness and attract higher quality candidates.



#### Improve Your Ads By:

- Including more information about your job.
- Making changes to keep your job posting up-to-date.
- Using the Job Requirements section for Benefits, Company Background and Specialized Skills information.

Current Job: **Administrative Assistant, Mayor's Office**

**When you're finished making changes be sure to click the Save button.**

[Update Your Job Info](#) [Applications](#) [Statistics](#) [My Jobs](#)

Required Fields are indicated in **Bold**.

#### Job Title

Enter the job title as it should appear in the Job Search Results. Maximize job seeker interest by using familiar titles and avoiding abbreviations. (No HTML)

**Administrative Assistant, Mayor's Office**

#### Client Tracking Code

Used for keeping track of your jobs with your own ID

**is0000467947\_01**

#### Job Categories

##### Select Job Type:

Describes area of responsibility. To maximize job seeker response select 3!

- Accounting
- Admin - Clerical**
- Automotive
- Banking
- Biotech
- Business Development
- Business Opportunity
- Construction
- Consultant
- Customer Service
- Design
- Distribution - Shipping

##### Select Industry:

Describes business areas of specialization. To maximize job seeker response select 3!

- Accounting - Finance
- Advertising
- Agriculture
- Airline - Aviation
- Architecture - Building
- Art - Photography - Journalism
- Automotive - Motor Vehicles - Parts
- Banking - Financial Services
- Biotechnology
- Broadcasting - Radio - TV
- Building Materials
- Chemical

Manages Others?  Yes  No

### Compensation

Numeric values only. "+" will be ignored. If salary is negotiable, leave this section blank.

Base Pay: 46,716 - 54,597  Year  Hour Average Bonus: 0 per Year  
(Low - High)

### Job Location

Select the job location by entering EITHER City and State/Province/Country OR a U.S. Zip Code:

City: Boise City List  
State/Province/Country: Idaho, US OR U.S. Zip Code: 83702  
Metro City Name: (if applicable)

### Relocation Expenses:


Not Specified  Yes  No

### Job Description

Enter the **description** for the job below.

**Need Help?** Limited HTML  
[Try a FREE job description template](#)

Deadline to Apply: 10/23/09 

RESPONSIBILITIES: Performs varied and independent work in the Mayor's Office including administrative functions for Senior Staff; coordinates projects; assists with constituency management; does general research regarding management and financial best practices; provides administrative support for Senior Staff of the Mayor's office including scheduling, filing and general duties; responsible for the Executive Management Team's agendas, follow-up, and task tracking, and maintains the Executive Management Team's website; assists with logistics, agendas, 

(Maximum Length: 15,000 Characters) - [Check length](#)

 [Check Spelling ...](#)

### Job Requirements

Employee Type:	Full-Time		
Min Exp (years):	Not Specified	Max Exp (years):	Not Specified
Degree Required:	Not Specified	Travel Required:	Not Specified

Enter the **job requirements** below.

Limited HTML

REQUIRES Knowledge of the principles and practices of administrative support functions for executive office; research methods, techniques, and methods of report presentation; office practices and procedures including common office software and hardware; of principles and procedures of record keeping. Ability to read, interpret and apply rules, regulations, policies and procedures; to compile, develop and organize data and information into clear and concise written reports; to independently investigate assigned problems, determining the method of research as well as data and information requirements; to plan, organize and implement special assignments; to handle sensitive and delicate public relations

(Maximum Length: 10,000 Characters) - Check length

 Check Spelling ...

**Job Posting Contact Information (Displayed when a jobseeker views your job.)**

Company Name: City of Boise

Contact Name:

Contact Email:

Contact Phone:

Contact Fax:

Contact Division:

Allow Job Seekers to Apply Online?  Yes  No

If you have an Online Application for this job, input the web address here.  
Do NOT use the address of your home page.

Apply Online URL: <http://www.cityofboise.org/departments/huma>

If you wish to enter a carbon copy (CC) email address for this job, input the email addresses here. (Use a comma separated list)

CC Email Addresses:

i.e. keith@sologig.com,  
copy@youremail.com

**Candidate Screening**

If you would like to add a screening questionnaire to this job, select one from the list below.


Select or Remove your Screener Questionnaire:

Use No Screener For This Job

Save

Delete

Cancel

 Speak to a Live Representative: **800-891-8880**

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