

**City of Aurora, Colorado**  
**Virtual Meeting Assistant job description**  
**September 2020**

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1. Using the WebEx Events Tool, schedule a WebEx Event for public events planned by the City. Planning may include but is not limited to City Council meetings, Public Boards and Commissions, or other Public meetings as required in the course of City business.
2. Event(s) or meeting(s) are coordinated directly with the City Clerk, City Communications, and City Management to determine which upcoming events may require a WebEx Events session, to be scheduled well in advance. WebEx scheduling information creation to the same groups for public distribution.
3. Coordinates with City Communications and provides details around the event, so City Communications may plan appropriate Audio / Video integration to meet the scale and needs of the event.
4. Coordinates with City Information Technology and provides details around the event, so Information Technology can assess and recommend any needed technology to support the event.
5. Before scheduling a public meeting, coordinate with the Mayor and City Management to ensure they can successfully join the meeting. Escalate any technical issues to Information Technology and City Communications as necessary.
6. Opens the public meeting 15 minutes before the meeting, so attendees and the public can join in advance.
7. Serves as the Host of the meeting and promotes designated staff and or public to Panelists in the meeting for interactive dialog.
8. Monitor the chat throughout the meeting and share pertinent information with the City Clerk and or meeting organizer to call specific questions or issues to their attention.
9. Monitors participation in the meeting, mutes disruptive panelists and demotes Panelists once they have completed their presentation.
10. Hosts content for the meeting and either passes Presentation permissions to the designated presenter or shares the chosen presentation from their screen.
11. Monitors activity and alerts the City Clerk or meeting organizer to any issues reported by participants or panelists for further resolution.