City of Baltimore
Department of Human Resources
201 E. Baltimore Street, Suite 120
Baltimore, MD 21202
www.baltimorecity.gov

Invites applications for the following position:

Special Projects Assistant

Agency:	**Department of Human Resources**
Date Opened:	**02/24/2017**
Filing Deadline:	**Open until Filled**
Salary:	**$29,120**/Annually
Employment Type:	**Part Time Position (No Benefits)**
Recruitment Specialist:	

This list may be used to fill similar vacancies within DHR.

Introduction

Are you energetic and enthusiastic? Do you want to contribute to innovative programs that advance the Department of Human Resources and City of Baltimore's mission and agendas?

The City of Baltimore Department of Human Resources is seeking an energetic Special Project Assistant; who is articulate and excellent administratively savvy to the advancement of special projects and innovative initiatives. Reporting to the Director and Chief Human Capital Officer, this is the perfect position for a talented, high - energy, individual that thrives in a fast - paced environment and wants the challenge – and the many personal rewards – of working in diverse, performance management and mission - driven organization.

Location of Position

201 E. Baltimore Street, Suite 300, Baltimore, MD 21202

Main Purpose of Position

The Special Projects Assistant will initiate task, coordinate resources, liaise partners across different levels of management and multi-disciplinary teams to assist with the execution of special projects and initiatives outlined by the Director & Chief Capital Officer. This position is ideal for a highly motivated and detail oriented individual who is exceptionally organized, possess interpersonal skills and a positive and supportive disposition in a cooperative team environment. The incumbent will work independently and in a team environment.

Position Duties

This position will:

Serve as a key resource for the division's strategic plan; report divisional progress against divisional and the City of Baltimore's strategic plans; and create reporting tools to track progress.

Provide assistance and support to the Director & Chief Human Capital Officer by managing and supporting long and short term projects. Coordinate, schedule, and organize project activities to meet goals and objectives. Prepare status reports on project plans, progress, and result of activities.

Coordinate divisional communications, events, meetings, or team building activities. Record and maintain a list of activities and accomplishments by division and date.

Collect data or research topics internally or externally related to the needs of the Director & Chief Human Capital Officer and present findings in a manner consistent with executive level reporting.

Perform other related duties as assigned.

Minimum Qualifications

Education: A Bachelor's degree in Business Administration is preferred.

Experience: Three (3) years of business administration/operations with at least (1) year of documented project management experience required.

Notes (Equivalencies):

1. Applicants may substitute one year of professional experience for each one year of the required education.

Licenses, Registrations and Certifications:

A valid Maryland Class C Noncommercial driver's license or an equivalent driver's license and eligible to obtain a Baltimore City driver's permit may be required.

Drug & Alcohol Testing

Candidates under final consideration for appointment will be required to submit to drug and alcohol testing.

Criminal Background Check

Candidates under final consideration for appointment to positons identified as **"positions of trust"** will be required to authorize the release of and successfully complete a criminal conviction check.

Selection and Examination Process

Applicants who meet the minimum qualifications will be evaluated. The evaluation may be a rating of your application based on your education, training, and/or experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, experience, dates and hours of work. For education obtained outside the U.S., a copy of the equivalent American education as determined by a foreign credential evaluation service must accompany the application. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date.

Should additional information regarding this recruitment be required, please contact the Recruitment and Talent Acquisition Division at 410-396-3860 or via email at recruitment@baltimorecity.gov

Appropriate accommodations for individuals with disabilities are available upon request by calling: (410) 396-3860.

Benefits

Health Benefits are not available for this position.

Further Instructions

If you encounter difficulty attaching required documentation to your application, you may submit your documentation via email to **Njukang.Asong@baltimorecity.gov** or deliver in person. Please be sure to include your name, and title of the position you are applying for on all documents to ensure timely processing.

Required documentation and/or any required addendums may be mailed to:

Department of Human Resources
Executive Division
Attn: Asong Njukang
201 E. Baltimore Street, Suite 300
Baltimore, MD 21202

*The **City of Baltimore** is an equal opportunity employer. It is the policy that all persons have equal opportunity and access to employment opportunities, services, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or veteran status.*