

Grant Services Specialist- Non-Civil Service Program and Administrative Liaison

The Baltimore City Health Department (BCHD) Division of Aging and CARE Services seeks a Program and Administrative Liaison to provide high-priority executive, administrative, and project management support to the Deputy Commissioner.

Responsibilities include but not limited to:

- Act as the Deputy Commissioner's liaison; communicating directly and on behalf of the Deputy Commissioner within the Department, Baltimore City Agencies, other government and local agencies, as well as private and public partners.
- Organize and manage access to the Deputy Commissioner's Office, including: answering phones/document accurate messages, screening, directing, and prioritizing mail and phone calls, responding to requests for information, fielding answers for all routine questions in a timely and professional manner, and triaging executive administration issues.
- Organize and coordinate all aspects of the Deputy Commissioner's active calendar, including: scheduling all logistical arrangements (i.e. confirm dates, prepare agenda, arrange conference calls, identify venue options and lodging, food, transportation, prepare meeting memorandums and related items, etc.), document meeting minutes, monitor and implement and resulting decisions/follow-up action items, and identify/inform appropriate staff to attend meetings. Ensures the Deputy Commissioner's schedule is followed and respected.
- Work closely and effectively with the Deputy Commissioner to keep her well-informed of upcoming commitments and responsibilities, and ensuring prompt and thorough follow-up. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the Deputy Commissioner updated.

Perform various clerical activities such as: complete expense reports, payroll, greet and direct visitors, prepare copies of documents, coordinate presentations and activities on behalf of the Deputy Commissioner's Office, establish and maintain various electronic and paper records, and compose written and electronic correspondence.

- Manage and complete special projects as requested including coordinating and conducting critical, time-sensitive projects requiring research and communication.
- Research, prioritize, and follow up on incoming issues and concerns addressed to the Deputy Commissioner, including those of a sensitive or confidential nature.
- Prioritize conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Work independently as part of the executive team on special non-recurring and on-going projects, which may include researching policies, planning and coordinating events, proofreading documents, etc.

QUALIFICATIONS

- Four-year college degree preferred plus 3 years office experience or two-year college degree and 4 years of formal office experience;
- Excellent spoken and written English is a requirement;
- Microsoft Office Suite proficiency;
- Must have strong interpersonal skills, ability to work under pressure, attention to detail, and be highly discreet;
- High level of professionalism, courtesy, tact, and diplomacy;
- The ability to maintain confidentiality of Deputy Commissioner's information is essential in this position and other duties as assigned. All responsibilities must be handled with required discretion and sensitivity.

SKILLS

- Effectively works with and interacts amongst all levels of staff within a diverse culture, and environment;
- Attention to detail and ability to edit and proofread;
- Expertly navigates through challenges and manages competing and shifting priorities with required urgency/immediacy;
- Excellent written and verbal communication skills;
- Analytical acumen, strong problem-solving and project management skills.
- Strong interpersonal and oral communication skills.
- Ability to work independently with minimal supervision.
- Highly intuitive, anticipates needs in advance, and initiates appropriate responsive action.

SALARY

- \$34,312- \$36,846

Please submit cover letter and resume to the address below by May 20, 2016:

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