



## **Executive Assistant**

The City of Baltimore is in search of an Executive Assistant who will provide staff assistance and administrative support to the City's Chief Information Officer (CIO) and Deputy CIO. The Executive Assistant will receive managerial direction from the CIO and will work a conventional workweek that may involve evening and weekend hours. Work is performed in an office where normal working conditions are encountered and requires minimal physical exertion.

### **KEY FUNCTIONS**

- Provide comprehensive executive support to the CIO, to include (but not limited to): coordinating daily calendars, creating regular reports, updating internal databases, conducting research, assembling presentations; preparing letters, memos, reports, minutes, charts, requisitions, forms and other documents on behalf of the Agency.
- Manage meetings, conference calls and event logistics including, but not limited to: scheduling, assembling meeting agendas and recording meeting minutes; preparing correspondence; coordinating catering services; arranging room set-up (including testing A/V equipment); following up to ensure that everything is in place prior to the meeting/event.
- Act as the point of contact between the CIO and Agency employees, the Mayor's Office, other City Agencies, the business community, constituents, etc.
- Serve as gatekeeper of the CIO's office and the go-to resource within the Agency.
- Exercise sound independent judgment in screening mail, telephone calls and visitors; decide what matters require the CIO's attention; provide information/responses to concerns not requiring the CIO's attention.
- Collaborate with other administrative staff to effectively execute tasks/projects; direct and monitor the execution of decisions and policies of the CIO's office.
- Investigate and resolve confidential or sensitive administrative problems, complaints and situations at the request of the CIO.
- Accompany the CIO to public and governmental meetings; act on meeting decisions and resolutions; report on meetings to the CIO.
- Attend confidential administrative and operational meetings; organize, coordinate and monitor the implementation of resultant actions, resolutions and administrative decisions.

### **MINIMUM QUALIFICATIONS**

- Requires a Bachelor's degree from an accredited college/university **and** five years of work experience providing executive-level administrative support – including two (2) years working in a confidential environment.
- Demonstrated ability to plan, organize and coordinate a program of administrative

functions in a governmental organization.

- Evidence of effective communication skills – both verbal and written.
- Demonstrated ability to maintain and deal with sensitive and confidential information/materials/situations with discretion, tact and diplomacy.
- Demonstrated ability to interpret and implement policies, procedures and directives.
- Demonstrated ability to research and compile administrative reports and documents; and to analyze planning reports and statistical information.
- Demonstrated ability to establish and maintain effective working relationships with others.
- Demonstrated ability to be multi-task and proficiently execute details within tight deadlines.
- Knowledge of the principles and practices of public administration.

### **Interested Candidates**

Please send Resume and Cover Letter with salary history (past 5-years) and current salary requirements to [MOIT.Jobs@Baltimorecity.gov](mailto:MOIT.Jobs@Baltimorecity.gov). Cover Letters without salary history and salary requirements will not be considered.

Telephone calls will not be accepted. Only those candidates selected for a telephone interview will be contacted.

In compliance with federal law, the incumbent will be required to verify identity and eligibility to work in the United State and complete the required employment eligibility verification document upon hire.

Those eligible who are under final consideration for appointment will be required to authorize the release of criminal conviction information.

### **Equal Opportunity Employer**