



**ADMINISTRATIVE/FISCAL ASSISTANT  
(MANAGEMENT SUPPORT TECHNICIAN)  
\$44,268 - \$70,788  
(Salary Commensurate with Experience)**



The Baltimore City Department of Planning is the agency entrusted with the mission to build Baltimore as a diverse, sustainable and thriving city of neighborhoods and as the economic and cultural driver for the region. This mission is directed at achieving one overarching goal: to make Baltimore the most livable, vibrant, sustainable and attractive city it can be, now and in the future. The Department is seeking a detail-oriented, dynamic individual who will primarily provide executive level administrative support to the Director, hold the agency's position as the purchasing agent, and coordinate the department's participation in federal, state, and private grant programs.

**ESSENTIAL RESPONSIBILITIES**

- Plan and schedule meetings, appointments, and travel;
- Assemble meeting materials and prepare agendas and meeting minutes;
- Screen mail and telephone calls, retrieve and distribute messages and delegate inquiries;
- Open and log the director's daily incoming mail;
- Initiate resolution in response to routine verbal and written inquiries; and
- Assist in staffing the receptionist desk.

**OTHER RESPONSIBILITIES**

- Perform accounts payable and receivable, payroll, and procurement functions;
- Support program managers in creating grant-related program budgets;
- Coordinate the approval process of contract and grant agreements, monitor fiscal activity, and prepare periodic financial reports; and
- Perform special projects as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Proven ability to manage the schedule of an executive level manager;
- Strong Microsoft Office computer skills;
- Strong oral and written communication skills;
- Excellent customer service skills;
- Effective multi-tasking skills;
- Ability to exercise sound judgment on a variety of matters guided by general instructions;
- Ability to learn of procurement procedures and systems; and
- Ability to learn federal and state grant accounting regulations.

## **MINIMUM EDUCATION AND EXPERIENCE**

- Bachelor's degree from an accredited college or university and three (3) years of experience providing executive level administrative support.
- Two (2) years of procurement and/or grant coordination experience is preferred.

## **HOW TO APPLY**

Qualified individuals must email a cover letter and a resume specifically addressing the qualifications relevant to this position to [planningjob@baltimorecity.gov](mailto:planningjob@baltimorecity.gov). Please specify "Management Support Technician" in the subject line of your email.

**Contact:** Baltimore City Department of Planning 410-396-7526 (t)

**CLOSING DATE:** November 28, 2017

**CONDITION OF EMPLOYMENT:** Finalists must successfully pass drug and alcohol screening, a criminal background investigation, and education verification.

Baltimore City offers a comprehensive benefits package including medical, dental, vision, and life insurances; 11 paid holidays; retirement plan; and paid leave.

**NON-CLASSIFIED POSITION  
AN EQUAL OPPORTUNITY EMPLOYER**