

CHICAGO DEPARTMENT OF AVIATION
EXECUTIVE ADMINISTRATIVE ASSISTANT II

Salary: \$61,920.00

The Executive Administrative Assistant II will provide confidential secretarial and administrative support to the Chicago Department of Aviation's office of the First Deputy Commissioner.

NUMBER OF POSITIONS: 1

ESSENTIAL DUTIES:

- Supports the First Deputy in the performance of clerical and administrative type functions, including overseeing the work of other administrative office support staff in the executive office.
- Demonstrates organizational skills, implementing administrative work procedures to ensure the office of the First Deputy runs smoothly and efficiently
- Screens visitors and telephone calls; takes messages and uses judgment in forwarding calls to appropriate personnel for response and resolution
- Maintains the First Deputy's calendar and schedules appointments; schedules meeting rooms and manages meeting arrangements and logistics
- Briefs and prepares First Deputy for meetings
- Relays requests for information and directives from the First Deputy to departmental staff and provides status reports
- Provides summaries of incoming mail, meeting requests and other items requiring the First Deputy's attention and response
- Takes dictations and transcribes notes at meetings and prepares summaries
- Reviews correspondence and other materials requiring First Deputy's signature before presenting for signature
- Maintains confidentiality of all materials and files
- Communicates with departmental managers, city officials and external customers to apprise the First Deputy on the status of various projects or of critical issues
- Demonstrates ability to use MS Word and Excel in typing a variety of correspondence and creating spreadsheets and databases to maintain and track information
- Prepares PowerPoint materials, including charts and presentations
- Conducts research and prepares correspondence in response to inquiries or information requests for the First Deputy's signature
- Works on special projects and handles special assignments as directed by the First Deputy
- Makes travel and hotel arrangements and prepares paperwork for travel reimbursements

MINIMUM QUALIFICATIONS:

A Bachelor's Degree from an accredited college or university, plus two years of work experience performing secretarial and/or administrative support functions; or an equivalent combination of

education, training and experience. Must be proficient in using MS Word, Excel and PowerPoint software.

Location: Chicago Department of Aviation

Address: Aviation Administration Building, 10510 W. Zemke Road, Chicago

Work Days: Monday – Friday

Work Hours: 8:30 AM – 4:30 PM or 9:00 AM – 5:00 PM

NOTE: Must be flexible to early, late meetings, and if operationally necessary, Saturdays

Posting Dates: December 12-23, 2022

Interested candidates, please sent resume to: CDA-EAAll-Resumes@cityofchicago.org