



The mission of DCASE is to enrich Chicago's artistic vitality and cultural vibrancy.

EXECUTIVE ADMINISTRATIVE ASSISTANT II

NOTICE OF JOB OPPORTUNITY

The Executive Administrative Assistant II position in the Department of Cultural Affairs and Special Events (DCASE) provides confidential secretarial and administrative support to the Executive Administration Office performing the following:

- Work on and manage special projects and special assignments for the Executive Administration Office
- Serve as a liaison to the arts community, non-profit organizations, and aldermen
- Relay requests for information and directives from the First Deputy Commissioner to staff and provide status reports
- Track the status and location of various work assignments and projects
- Conduct research, prepare correspondence and other materials in response to inquiries or information requests for the First Deputy Commissioner's signatures
- Communicate with departmental managers, city officials and external customers to apprise the First Deputy Commissioner on the status of various projects or of critical issues
- Compile reports, materials, and attachments from division heads to assist the Commissioner and First Deputy in the preparation of the department's biweekly report to the Mayor's Office
- Provide summaries of incoming mail, meeting requests, and other items requiring attention and response
- Schedule and manage meetings for gatherings of DCASE staff, representatives from the city's business and arts communities, Cabinet members and/or other City officials, and the general public to include: draft agendas, coordinate presenters, supervise guest check-in, arrange meeting rooms and logistics, make copies,

arrange refreshments, and create informational packets, materials, name badges/tent cards, etc.

- Demonstrate organizational skills, implementing administrative work procedures to ensure the First Deputy's Office runs smoothly and efficiently
- Screen visitors and telephone calls; take messages and use judgment in forwarding calls to appropriate personnel for response and resolution; respond to inquiries regarding DCASE events, festivals, and programs; and inform callers of the current status of projects and requests
- Relieve the First Deputy Commissioner of clerical and administrative type functions including schedule, manage, prioritize, and maintain appointments
- Expertise in Microsoft Office software such as Excel (advanced Excel), demonstrated ability to use MS Word to create, update, track, and maintain spreadsheets and databases, and PowerPoint to prepare materials including charts and presentations
- Excellent writing, editing and proofreading skills for correspondence
- Take dictations and transcribe information, take notes at meetings and prepare summaries, and brief and prepare the First Deputy Commissioner for meetings
- Maintain confidentiality of the Executive Administration Office, materials, and files
- May make travel and hotel arrangements and prepare paperwork for travel reimbursements
- Attend and assist with DCASE events, festivals, and programs
- Perform related duties as required

THIS POSITION IS EXEMPT FROM CAREER SERVICE

MINIMUM QUALIFICATIONS:

Training and Experience: 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.

Preferred: Bachelor's degree; computer software proficiency in Microsoft Word, Excel, PowerPoint, Internet research; and general office protocol.

Knowledge, Abilities, and Skills:

Considerable knowledge of secretarial, clerical and administrative work processes. Applicable computer software applications and personal computer operations. Report preparation methods, practices, and procedures. Knowledge of applicable City and department policies, procedures, rules, and regulations.

Critical thinking, problem solving, project management, working under a short deadline, collaborate well with government officials, and punctual. Ability to communicate and work effectively with people of diverse backgrounds. Ability to set priorities and multi-task. Ability to establish and meet deadlines, and work until the job is done.

Demonstrated ability to create and maintain databases and tracking systems. Ability to present a professional demeanor at all times. Ability to write concisely and clearly, and speak in an effective way to communicate multiple messages. Ability to establish and maintain working relationships.

Demonstrated computer skills, proficiency in Microsoft Word, Excel, PowerPoint, and Internet research. Critical thinker, problem solver, project manager, resourceful, assertive, and a decision-maker. Good interpersonal skills. Good oral and written communication skills. Strong attention to detail.

Working Conditions: General office environment, using standard office equipment.

Other Requirements: This position may require some weekend or late evening assignments.

Education & Employment Verification: Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

Residency Requirement: All employees of the City of Chicago must be actual residents of the City of Chicago as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

City of Chicago is an Equal Opportunity and Military Friendly Employer

City of Chicago
Rahm Emanuel, Mayor

Department of Human Resources
Soo Choi, Commissioner

Posting Date: February 08, 2019

Closing Date: February 15, 2019

Salary: \$58,968.00/Annually

INSTRUCTIONS TO APPLY:

- Interested candidates must submit a Cover Letter and Resume
- Email to: DCASE.HR@cityofchicago.org
- Subject Line: Executive Administrative Assistant II