

DEPARTMENT OF PROCUREMENT SERVICES

JOB ANNOUNCEMENT

Under general supervision, provides confidential secretarial and administrative support to a manager in an executive level classification of Commissioner (City Department Head), First Deputy Commissioner (second in charge to a City department head), or a comparable level of executive manager in a City agency; and performs related duties as required

EXECUTIVE ADMINISTRATIVE ASSISTANT II

NUMBER OF POSITIONS: 1

ESSENTIAL DUTIES

- Relieves the Commissioner/ First Deputy of clerical and administrative type functions
- Demonstrates organizational skills, implementing administrative work procedures to ensure office of the Commissioner/ First Deputy runs smoothly and efficiently
- Screens visitors and telephone calls; takes messages and uses judgement in forwarding calls to appropriate personnel for response and resolution
- Maintains the Commissioner's / First Deputy's calendar and schedules appointments; schedules meeting rooms and manages meeting arrangements and logistics
- Briefs and prepares Commissioner/ First Deputy for meetings
- Relays requests for information and directives from the Commissioner/ First Deputy to departmental staff and provides status reports
- Provides summaries of incoming mail, meeting requests and other items requiring the Commissioner's / First Deputy's attention and response
- Takes dictations and transcribes; takes notes at meetings and prepares summaries
- Reviews correspondence and other materials requiring Commissioner's / First Deputy's signature before presenting for signature
- Maintains confidentiality of all materials and files
- Communicates with departmental managers, city official and external customers to apprise the Commissioner/ 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 Power Point materials including charts and presentations
- Conducts research and prepares correspondence in response to inquiries or information requests for the Commissioner's / First Deputy's signature
- Works on special projects and handles special assignments as directed by Commissioner /First Deputy Makes travel and hotel arrangements and prepares paperwork for travel reimbursements

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

LOCATION: 121 North LaSalle, 8th Floor

HOURS: 9 a.m. to 5 p.m.

THIS POSITION IS EXEMPT FROM THE CAREER SERVICE.

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

Disclaimer - "Accredited" means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.

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 you received your degree internationally, all international transcripts/diploma must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

NOTE: To be considered for this position you must provide information about your educational background and your work experience. **YOU MUST include job titles, dates of employment, and specific job duties.** (If you are a current City employee, Acting Up cannot be considered.) **IF YOU FAIL TO PROVIDE this information at the time you submit your application, it will be incomplete and you will not be considered for this position.** There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

SELECTION REQUIREMENTS

This position requires applicants to complete an interview which will include a written exercise and/or a skills assessment test as part of the interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position, based on the oral and written parts of the interview will be selected.

Evaluation: Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applicants will be accepted.

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

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 (voice) or 312-744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

City of Chicago

Rahm Emanuel, Mayor

Department of Human Resources

Soo Choi, Commissioner

All interested applicants should send their resume and cover letter to Angie.Matos@cityofchicago.org. This position will be advertised from **February 11, 2019 through **February 25, 2019**. All correspondence must be submitted by **February 25, 2019**.**