



Executive Administrative Assistant II | Office of Public Safety Administration | Job Description

Responsibilities:

- Relieves the Executive Director 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 office of the Executive Director 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 Executive Director's calendar and schedules appointments; schedules meeting rooms and manages meeting arrangements and logistics
- Briefs and prepares the Executive Director for meetings
- Relays requests for information and directives from the Executive Director to departmental staff and provides status reports
- Provides summaries of incoming mail, meeting requests and other items requiring the Executive Director's attention and response
- Takes dictations and transcribes; takes notes at meetings and prepares summaries
- Reviews correspondence and other materials requiring Executive Director'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 Executive Director 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

MINIMUM EDUCATION:

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

LICENSURE, CERTIFICATION, OR OTHER QUALIFICATIONS:

- Must be able to demonstrate skill in using MS Word, Excel and PowerPoint software
- Excellent organizational and communication skills required

KNOWLEDGE & SKILLS:

Knowledge

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

Skills

- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences

NOTE: To be considered for this position, you must provide a cover letter and resume detailing your work experience and your educational background. You must include job titles, dates of employment, and specific job duties. Please send this information to Stephanie Smith at Stephanie.Smith@cityofchicago.org

NOTE: A background investigation will be completed on the candidate selected for this position

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.

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 or disabilityaccommodations@cityofchicago.org. 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
Lori E. Lightfoot, Mayor

Department of Human Resources
Christopher Owen, Commissioner