

Job Announcement

Executive Administrative Assistant II

City of Chicago - Department of Housing

Number of Positions: 1

Under general supervision, provides confidential clerical and administrative support to the Commissioner of the Department of Housing and performs related duties as required.

- Relieves the Commissioner 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 Commissioner 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 Commissioner calendar and schedules appointments; schedules meeting rooms and manages meeting arrangements and logistics
- Briefs and prepares Commissioner for meetings
- Relays requests for information and directives from the Commissioner to departmental staff and provides status reports
- Provides summaries of incoming mail, meeting requests and other items requiring Commissioner attention and response
- Takes notes at meetings and prepares summaries
- Reviews correspondence and other materials requiring Commissioner signature before presenting for signature
- Maintains confidentiality of all materials and files
- Communicates with departmental managers, city officials and external customers to apprise the Commissioner 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 signature
- Works on special projects and handles special assignments as directed by Commissioner
- 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.

To apply, please email your resume to amy.henry@cityofchicago.org with the subject: Exec Admin Assistant Application.