



**Executive Assistant
Job Posting
\$25.48 - \$25.96 per hour**

The City of Glenarden is seeking a highly capable Executive Assistant with excellent administrative and customer service skills to work with and under the direction of the City Manager and Mayor. The position will function as an integral part of the executive support team exercising a high degree of confidentiality, initiative and resourcefulness.

PRIMARY FUNCTIONS

- Performs a wide variety of complex high level, confidential administrative and secretarial task in support of the City Manager and Mayor.
- Prepares and/or types a variety of correspondence, such as reports, statistical tables, purchase orders, resolutions and other communications. Maintains strict confidentiality in all duties and matters.
- Coordinates all grant programs and prepares necessary reports and reimbursement request.
- Develops marketing strategies to enhance the City of Glenarden, the services, and unity of purpose, as well as economic development.
- Functions as Freedom of Information Act (FOIA) Coordinator under the direction of the City Manager. Receives requests and coordinates all related and required tasks.
- Assist in the annual budget preparation for the City.
- Compiles data, performs special assignment and/or projects at the request of the City Manager or Mayor.
- Organizes and directs a variety of special events for the residents, not sponsored by the City Council.
- Maintains the City of Glenarden website and social media platforms.
- Maintains a variety of filing systems relating to confidential and non-confidential material.
- Makes travel arrangements and maintains calendar and arranges meetings for the City Manager.
- Develops PowerPoint presentations for City Manager and Mayor, as needed.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. As typical way to obtain the knowledge, skills, and abilities would be:

Experience:

- Three year of progressively responsible office administration and secretarial experience in a public agency setting.

- Experience in municipal government and some level of familiarity with municipal planning and zoning process; to include some familiarity with municipal codes and the ability to interpret land use codes and understand the decision-making process, is desirable.

Education:

- A high school diploma or equivalent with supplemental business school or applicable college-level course work. Possession of an Associate of Arts degree from a business or community college in an appropriate curriculum is desirable.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the organization and of a city government, including the role of the mayor and elected officials, and the functions of a City Manager's office.
- Knowledge of the processes and procedures related to office management methods, practices policies and procedures in a municipal setting.
- Skill in and significant experience and capability in the use of Microsoft Office Suite to including, but limited to Word, Excel, PowerPoint, Outlook, Publisher, etc.
- Skill in establishing and maintaining cooperative working relationships with other staff, City officials, City departments.
- Ability to provide varied, responsible, and often confidential secretarial and office administrative work requiring the use of independent judgement, skill, tact diplomacy and discretion.
- Ability to interpret and implement policies and procedures related to the duties of the position. Ability to establish and maintain a variety of filing, record-keeping, and tracking systems.
- Ability to organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Ability to use English effectively to communicate in person, over the telephone, and in writing.
- Ability to work independently with minimal direction, exercising strong judgement in carrying out responsibilities.

Any equivalent combination of education and experience will be considered. **EACH APPLICANT MUST INCLUDE INFORMATION THAT CLEARLY DEMONSTRATES THE ABOVE QUALIFICATIONS FOR THIS POSITION.**

Desirable Qualification:

- Experience in municipal government and some level of familiarity with municipal planning and zoning process, to include some familiarity with municipal codes and the ability to interpret land use codes and understand the decision-making process.
- Bilingual and able to read, write and speak Spanish proficiently.

This is a full-time essential position. The incumbent would be expected to work extended hours or attend off-hour meetings, as required. Occasional evening and weekend work may be required as duties demand. If selected, the candidate must pass a background check, and a drug and alcohol screening. Starting salary \$25.48 - \$25.96 per hour depending on experience. Please submit your resume to Karen Shultz at kshultz@cityofglenarden.org. **Closing date July 20, 2021.**