



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

The Executive Assistant is responsible for supporting and assisting the City Manager and Mayor and Mayor. The incumbent is responsible for performing a full range of highly responsible, complex, secretarial, advanced clerical, and programmatic support functions of a general or specialized nature. Assist the City Manager and Mayor on a variety of issues including researching and responding to questions from citizens regarding City of Glenarden projects, plans and initiatives. Work requires a high degree of confidentiality and discretion in a publicly sensitive environment.

**PRIMARY FUNCTIONS**

- Perform a wide variety of varied, complex, sensitive, highly responsible, and confidential office administrative, secretarial, advanced clerical, and routine programmatic support functions in support of assigned programs or projects with only occasional instruction or assistance; relieve supervisor of administrative work including responding to complaints and providing assistance in resolving operational and administrative problems.
- Serve as liaison between the City Manager's and Mayor's office and the general public, and outside groups and agencies; provide general and specialized information and assistance regarding assigned function that may require the use of judgment, tact, and sensitivity and the interpretation of policies, rules, and procedures as appropriate; explain programs, policies, and activities related to specific program area of assignment.
- Receive and screen communications to the City Manager and Mayor and including office visitors, telephone calls, e-mail messages, and mail; provide assistance using independent judgment to determine those requiring priority attention; calendar appointments; refer callers and/or complaints to appropriate City staff for further assistance as needed and/or take or recommend actions to resolve the complaint; develop and implement tracking systems.
- Prepare special reports and perform special projects that may require researching, gathering, and organizing information from a variety of sources; assist assigned staff with special projects as assigned; research information as requested.
- Draft and/or type, format, edit, revise, and print a variety of documents and forms including reports, correspondence, memoranda, agenda items and reports, agreements, ordinances, resolutions, technical and statistical charts and tables, and other specialized and technical materials from rough drafts, dictation, modified standard formats, and brief verbal instructions.
- Proofread, verify, and review materials, applications, records, reports, and publications for accuracy, completeness, and conformance with established standards, regulations, policies, and procedures; ensure materials, reports, and packets for signature are accurate and complete.

- Develop, revise, and maintain standardized and master documents; compose correspondence, reports, and informational materials; assist in designing and producing technical information handouts; copy, disseminate, and post documents and information as appropriate.
- Manage execution of contracts and other documents by the City Manager and Mayor, ensuring that all documentation required for execution are in order and properly filed, including but not limited to Notary Public, resolutions, business licenses, insurance certificates and the like.
- Create and maintain computer-based tracking information and reports including assigned databases, records, and lists; create standard statistical spreadsheets; input corrections and updates; assist in the compilation of reports.
- Assist in assembling and preparing the annual budget for the City Manager's and Mayor's office; monitor expenditures against budget; prepare purchase requisitions and requests for payment.
- Maintain calendar of activities, meetings, and various events for the City Manager and Mayor; coordinate and arrange special events as assigned; coordinate activities and meetings with other City departments, the public, and outside agencies, and if required prepare and/or assemble meeting materials.
- Utilize various computer applications and software packages; develop, enter data, maintain, and generate reports from a database; design, maintain, and utilize data to develop reports using spreadsheet software; create, format, and revise charts, graphs, flowcharts, worksheets, booklets, brochures, and forms using word processing software.

#### **QUALIFICATIONS:**

- A high school diploma or equivalent supplemented by specialized or college level course work in secretarial science, office procedures, business administration or a related field.
- An Associate of Arts degree in a related field is desirable.
- Five to seven years of progressively responsible secretarial and office administrative support experience including providing assistance to management personnel.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms, is required.
- 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.
- Knowledge of principles and practices of office administration.
- Knowledge of office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Knowledge of principles of business letter writing and report preparation.
- Knowledge of basic principles and practices of budget preparation and administration.
- Knowledge of records management principles and procedures including record keeping and filing principles and practices.
- Knowledge of English usage, spelling, grammar, and punctuation.
- Knowledge of customer service and public relations methods and techniques.
- Ability to independently perform a full range of varied complex, sensitive, highly responsible, and confidential office administrative, secretarial, advanced clerical, and routine programmatic support functions of a general or specialized nature in support of assigned programs, division, and/or department with only occasional instruction or assistance.
- Ability to plan and organize work to meet changing priorities and deadlines.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures.
- Ability to interpret and apply applicable federal, state, and local laws, codes, and regulations.
- Ability to operate office equipment including computers and supporting word processing,

spreadsheet, and database applications.

- Ability to prepare clear, accurate, and concise reports.
- Ability to work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

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

**Required Qualifications:**

Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Publisher, Adobe Acrobat, and Social Media Web Platforms.

**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](mailto:kshultz@cityofglenarden.org). **Closing date September 24, 2021.**