



## EXECUTIVE ADMINISTRATIVE ASSISTANT II

### DEPARTMENT OF HUMAN RESOURCES (DHR)

**Number of Positions: 1**

**Starting Salary: \$74,244.00**

The Executive Administrative Assistant II position will report to the First Deputy Commissioner of the Department of Human Resources and provide confidential high-level secretarial and administrative support to the First Deputy Commissioner and the Executive Administration Office. In this capacity, the position will perform the following:

#### **ESSENTIAL DUTIES**

- Work on and manage special projects and special assignments for the First Deputy Commissioner and Executive Administration Division
- Relay requests for information and directives from the First Deputy Commissioner to staff and provide status reports.
- Track the status and location of various work assignments and projects.
- Conduct research, prepare correspondence, and other materials in response to inquiries or information requests for the First Deputy Commissioner's signature.
- Communicate with departmental managers, city officials, and external customers to apprise the First Deputy Commissioner on the status of various projects or of critical issues.
- Compile reports, materials, and attachments from division heads to assist the First Deputy Commissioner in the preparation of reports and meetings.
- Provide summaries of incoming emails, mail, meeting requests, and other items requiring attention and response
- Schedule and manage meetings for gatherings of DHR staff, representatives from the city's HR departments and various partners, Cabinet members and/or other City officials, and the general public to include draft agendas, coordinate presenters, supervise guest check-in, arrange meeting rooms and logistics, make copies, and create informational packets, materials, name badges/tent cards, etc.
- Demonstrate organizational skills, implementing administrative work procedures to ensure the First Deputy Commissioner's Office runs smoothly and efficiently.
- Screen visitors and telephone calls; take messages and use judgment in forwarding calls to appropriate personnel for response and resolution; respond to inquiries regarding DHR processes; and inform callers of the status of projects and requests.
- Relieve the First Deputy Commissioner of clerical and administrative type functions including schedule, manage, prioritize, and maintain appointments.
- Demonstrated ability to use Microsoft Office software such as Excel (advanced Excel), and Word to create, update, track, and maintain spreadsheets and databases, and PowerPoint to prepare materials including charts and presentations.
- Excellent writing, editing, and proofreading skills for correspondence.
- Take notes at meetings, prepare summaries, meeting minutes, and brief and prepare the First Deputy Commissioner for meetings.
- Maintain confidentiality and professionalism of the First Deputy Commissioner's Office, materials, and files.
- Attend and assist with DHR and community events including on some nights and weekends.
- Provide notary services to internal staff for work related purposes.
- ***Additional duties may be required for this position.***

**Location:** City Hall  
121 N. LaSalle – 1100  
Chicago Illinois 60602

**HOURS:** 8:30 am – 4:30 pm, Monday – Friday  
Must be flexible to work early mornings, evenings, weekends, and holidays for special events and meetings. Work mainly indoors with occasional events taking place outdoors in extreme weather conditions.

**THIS POSITION IS EXEMPT FROM CAREER SERVICE.**

**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.

**Equivalency:**

6 years of work administrative support experience OR associate degree plus at least 4 years of administrative work experience OR Master's Degree or Doctorate plus at least one year of administrative work experience

**Preference will be given to candidates possessing the following:**

- Bachelor's degree
- Notary Public
- Computer software advanced proficiency in Microsoft Word, Excel, PowerPoint, and Internet research
- General office protocol
- Bi-lingual – Proficient to fluent in Spanish
- Able to work flexible hours to include early mornings, weekends, evenings.

**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.

**Abilities:** Critical thinking, problem solving, project coordination and management, working under a short deadline, collaborating well with government officials, and punctual. Ability to communicate and work effectively with people of diverse backgrounds. Ability to set priorities and multi-task. Ability to establish and meet deadlines, and work until the job is done. Demonstrated ability to create and maintain databases and tracking systems. Ability to always present a professional demeanor. Ability to write concisely and clearly and speak in an effective way to communicate multiple messages. Ability to establish and maintain working relationships.

**Skills:** Demonstrated computer skills, proficiency in Microsoft Word, Excel, PowerPoint, and Internet research. Critical thinker, problem solver, project manager, resourceful, assertive, and a decision-maker. Good interpersonal skills. Good oral and written communication skills. Strong attention to detail.

**Working Conditions:** General office environment, using standard office equipment. Work indoors and occasionally outdoors in extreme weather conditions and noise.

**Other Requirements:** The position may require some early morning, weekend, or evening assignments.

**Individuals interested in this position should send resume and cover letter with the subject line:  
"[NAME]: Application for Executive administrative Assistant II"  
to Iris.O'Donnell@cityofchicago.org**

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

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

**City of Chicago**  
Brandon Johnson, Mayor