



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of the Mayor
Office of the Deputy Mayor for Planning and Economic Development



*****RECRUITMENT NOTICE: Administrative Coordinator*****

Overview:

The Office of the Deputy Mayor for Planning and Economic Development (DMPED) is charged with executing the Mayor's economic development strategy, which encourages growth and investments across the District. DMPED is responsible for managing catalytic real estate projects, promoting business expansion within the city, and creating jobs. More information is available on the DMPED's website at www.dmped.dc.gov.

Position Description:

DMPED is seeking an Administrative Coordinator for its front desk operations. The Administrative Coordinator under general supervision performs general office support and intermediate level of administrative duties and may perform some non-basic and moderately complex clerical duties. Position requires use of individual judgment and moderate knowledge of department's policies and procedures.

Specific responsibilities include:

- Operates and manages a multi-line telephone system and directs calls accordingly. Receives the public and answers questions, in person and by telephone; responds to inquiries from agency employees, guest, visitors and others and refers, when necessary, to the appropriate employee or other DC government agency.
- Manages mail receipts, processes, and distribution of all correspondence for the Deputy Mayor for Planning and Economic Development.
- Receives packages and mail; sorts and distributes mail and packages to the appropriate agency employee
- Coordinates outgoing mail and packages with courier services and US Postal Services.
- Assists in the preparation of meetings by scheduling conference rooms, conference lines and vehicle request. Maintains supplies by checking stock to determine inventory levels, anticipating requirements, placing orders, stocking items; delivering supplies to work stations.
- Maintains equipment by completing preventive maintenance; troubleshooting failures and calling for service repairs.
- Provides administrative support for the Director of Operations and other agency staff as requested.
- Ensures the reception area is clean and welcoming.
- Processes documents in accordance with established procedures and monitors to ensure completion. This may include performing basic mathematical calculations, proofreading information for completeness and quality, and correcting and updating data.
- Contributes to team effort by performing other related administrative duties as required.

BRIAN T. KENNER
DEPUTY MAYOR

Experience/Qualifications:

- High school degree or GED required, bachelor's degree preferred.
- 1-3 years similar work experience OR any combination of education and experience which exhibits the ability to perform satisfactorily in the position. Strong ability to interpret and communicate data.
- Knowledge of and skill in applying analytical and evaluative methods and techniques to resolve problems, conduct research, gather information, and make recommendations.
- Knowledge of correspondence management processes in order to ensure the appropriate executive of all correspondence.
- Skill in operating word processors (Microsoft Office, Outlook, Excel, Power Point, etc.)
- Ability to communicate effectively, both orally and in writing
- Thorough knowledge of grammar, spelling, punctuation, and required formats are required.

Salary: This position is a grade 9 on the District government's career service pay scale. The salary ranges from \$ 45,811 to \$ 58,987. Actual salary is determined by a variety of factors including: years of experience, applicant qualifications, internal equity comparisons, agency organizational structure and the applicant's past salary history.

Application Process: Interested applicants should send a resume and cover letter to dmpedjobs@dc.gov with the subject line title of Administrative Coordinator – front desk operations opportunity. All resumes must be submitted by Friday, July 15, 2016 for consideration.

BRIAN T. KENNER
DEPUTY MAYOR