



**\*\*\*RECRUITMENT NOTICE\*\*\***  
***Executive Assistant (Grade 12)***  
***\*\*Informational Purposes Only\*\****

**Overview:**

The D.C. Office of the Deputy Mayor for Planning and Economic Development (DMPED) assists the Mayor in the coordination, planning, supervision, and execution of economic development efforts in the District of Columbia with the goal of creating and preserving affordable housing, creating jobs, and increasing tax revenue. DMPED pursues policies and programs that create strong neighborhoods, expand and diversify the local economy, and provide residents with pathways to the middle class. More information is available on the DMPED's website at [dmped.dc.gov](http://dmped.dc.gov). DMPED is seeking an Executive Assistant for its Business Development & Strategy Unit.

The mission of the Business Development Unit is to attract and retain businesses, create jobs, and forge partnerships between government, business and communities. We implement our mission through a comprehensive approach based on proven business attraction, retention and expansion strategies to foster inclusive economic growth for residents of the District of Columbia.

**Position Description:**

This position is located in the Business Development Unit and reports directly to the Director of Business Development & Strategy. The Executive Assistant acts as a liaison to the Director, accomplishes selected assignments, and assists in the development of special projects/programs under the guidance of the Director.

**Specific responsibilities include:**

- Manage all aspects of scheduling for the Director, including setting up key business meetings and engagements
- Receives phone calls and retrieves voicemail on behalf of the Assistant Superintendent and forwards questions and requests for information to staff as appropriate.
- Prepare reports to assist director in preparation for all meetings
- Works to ensure that the practices and procedures used by staff are consistent with those of the agency
- Develops and maintains office systems and procedures, ensuring that the accuracy, timeliness and feasibility of a variety of administrative support functions are carried out appropriately
- Coordinates all aspects of travel to and from meetings, and travel requests related to conferences, trainings, etc. on behalf of the Director
- Prepare briefing books for domestic and international travel, as needed
- Review documents requiring BD director's signature ensuring that all supporting information is included
- Prepare agendas for bi-weekly business development staff meetings
- Attend business meetings with the director to ensure that follow-up occurs
- Track director's business meetings
- Ensure the business development team has literature, equipment and/or other materials needed for presentations/events, and proactively handle arising issues and troubleshoot any emerging problems

John Falcicchio  
Interim Deputy Mayor



- Provide lunch and break coverage for front desk one day a week (and other limited times if needed).
- Coordinate with DMPED administrative team
- Provide staffing at off-site events, plan, coordinate, and follow-up for special events and conferences (on an as needed basis)
- Coordinate off-site team building activities
- Maintain a professional attitude with staff and external partners at all times

**Experience/Qualifications:**

- Bachelor's degree with focus in business, economics or related field preferred.
- Familiarity with the District of Columbia's neighborhoods and business environment.
- At least 3-5 years of similar work experience.
- Familiarity with economic and community development including business attraction and retention, and marketing.
- Exceptional project management skills with a solid understanding of managing aspect of a project from start to finish.
- Exceptional planning and organizing skills, with the ability to manage large-scale meetings and events.
- Strong attention to detail.
- Team oriented and very collaborative.
- Effective oral and written communication skills.
- Entrepreneurial thinking and skills are highly welcomed.
- Knowledge of statistical and analytical techniques applicable to economic and demographic data.
- Desire to leverage skills to serve the public interest required; interest in local economic and community development preferred
- Demonstrated advanced experience with Microsoft Word, Excel and PowerPoint is required.

**Salary:** This position is a grade 12 on the District government's career service non-union salary scale. The salary ranges from \$76,126 - \$97,375. Actual salary is determined by a variety of factors including years of experience, applicant qualifications, internal equity comparisons, agency budget and agency organizational structure.

