



RECRUITMENT NOTICE: Administrative Support Specialist

Announcement No. 25077

Position Title: Administrative Support Specialist

Salary Range: \$65,285 - \$84,167

Opening Date: 02/07/2024

Closing Date: 02/17/2024

DMPED Overview:

The Office of the Deputy Mayor for Planning and Economic Development (DMPED) coordinates, plans, supervises, and executes economic development efforts in the District of Columbia, toward the goals of creating and preserving affordable housing, creating jobs, and increasing tax revenue. DMPED establishes policies and programs that create strong neighborhoods, expand and diversify the local economy, and provide residents with pathways to the middle class.

Position Description:

DMPED is seeking an Administrative Support Specialist who will be responsible for helping to ensure effective day-to-day operations within the agency. This role may require but is not limited to: performing general clerical tasks; professionally communicating with and greeting both internal and external stakeholders; providing information and assistance relating to risk management issues, policies, and procedures; professionally responding to phone calls and emails; creating reports, memos, and agency compliance plans; organizing internal and external events; and serving as a special assistant as needed. This incumbent will report to the Director of Operations.

Specific responsibilities include:

- Support operations by providing a diverse range of office support, with a significant portion of the work involving composing/editing sensitive materials.
- Serve as a point of contact for internal and external telephone and in-person inquiries, redirecting them to the appropriate internal or external personnel.
- Effectively compose accurate and grammatically correct reports and business correspondence appropriate for the intended audience; maintain accurate records and files related to work performed.
- Maintain working knowledge of effective administrative functions and processes, as well as internal policies and procedures.
- Review sensitive reports, proofreading for format, spelling, grammar, and general clarity.
- Schedule and prioritize meetings and appointments; coordinate and maintain calendars; identify, assemble, and distribute documents as needed.
- Directly plan and organize special meetings and events.
- Create, update, and maintain various confidential records, files, databases, and internal websites.



- Conduct risk management program reviews and safety program evaluations; create and maintain the Agency's risk management plans; conduct on-site inspections of facilities to identify hazards and risk exposures.
- Prepare technical and comprehensive reports, plans, and procedures relating to risk management to ensure Agency compliance.
- Provide support during special projects and Agency initiatives.
- Maintain office supplies and inventory.
- Support non-sensitive Human Resource functions.
- Perform other duties as assigned.

Experience/Qualifications:

- Bachelor's degree (preferred).
- General human resources experience (preferred).
- At least 3-5 years of relevant or transferable experience (required).
- Demonstrated advanced experience with Microsoft Office Suite (SharePoint, Word, Excel, PowerPoint, Teams, OneNote, Forms) is required.
- Demonstrated ability to independently manage projects from conception to completion.
- Demonstrated ability to work independently and as part of a team.
- Demonstrated ability to handle sensitive information with confidentiality.
- Experience in office management, particularly as it relates to sensitive tasks.
- Experience providing high level support to senior management.
- Exceptional planning and organizational skills with strong attention to detail.
- Proven ability to work professionally with colleagues and staff.

Salary: This position is a grade 11 on the District government's career service salary scale. The salary ranges from \$65,285 to \$84,167. Actual salary is determined by a variety of factors including: years of experience, applicant qualifications, internal equity comparisons and the agency organizational structure.

Application Process: This position is posted on the DC government's Department of Human Resources website. Interested applicants are encouraged to follow the steps below to apply for the position:

Click on the following [link](#)

- In the Search Jobs section, enter: 25077
- Click on the job requisition entitled: **Administrative Support Specialist**

If you are having technical issues, please contact DCHR at (202) 442-9700.