

Adopted Version
1.26.2019

Administrative Assistant for Detroit Charter Revision Commission (Independent Contractor)

Salary

\$37,868.00 - \$50,000 Annually

* No benefits provided.

* Contractor will be responsible for taxes in accordance with tax law.

Location

MI 48226, MI

Job Type

Contract Employment – Services offered under a personal service contract as opposed to employment with the City

Closing

2/25/2019 11:59 PM Eastern

Description

The Administrative Assistant for Detroit Charter Revision Commission is a non-supervisory position that supports the activities of the executive office of the Charter Commission. This title performs all assigned duties toward that purpose, including general office assistant work. Additionally, the role will record minutes of the meetings of the Charter Commission. The position will also be chiefly responsible for maintaining and promoting the social media presence of the Charter Commission.

The work requires knowledge of the procedures, techniques and practices involved in carrying out the work of an organization within established guidelines, and the skill to use various office equipment including computer and the latest computer software, photocopiers, scanners, videoconferencing, telephone systems, and the ability to create and edit documents. Typing speed of at least 60 words per minute is preferred, and expertise in social media. The position reports to the Executive Director.

Examples of Duties

The duties specified below are representative of the range of duties assigned to this job class and are not intended to be an inclusive list.

- Supports the Executive Director and General Counsel and designated Charter Commissioners in all clerical, administrative and other requested duties.
- Act as liaison to the Detroit City Clerk and the documents maintained of the Commission.
- Maintain the community calendar of events of the Commission, for public perusal.

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- Prepares minutes and keeps notes of the discussions and all actions taken by the Charter Commission at its body of the whole, Committee and other meetings.
- Greets visitors or callers and handles their inquiries or direct them to the appropriate persons according to their needs
- Sorts, opens, and distributes incoming mail, emails and social media to staff
- Makes copies of correspondence or other printed material and distribute as required.
- Answers telephones and gives information to callers, takes messages, or transfers calls to appropriate individuals
- Requisitions office supplies, repairs on office equipment, and printing services
- Coordinates conferences, meetings, or special events, and arranges travel reservations for office personnel
- Maintains scheduling and event calendars
- Locates and assembles documents for briefings and conferences
- Serves as liaison between management and staff by transmitting information, explaining appropriate work instructions, and following up on assignments
- Creates, maintains, and enters information into databases, and maintains all records of the Commission.
- Prepares correspondence sent on behalf of the Commission.
- Sets up, manages, and develops systems for paper or electronic filing systems, records information, updates paperwork, or maintains documents, such as attendance records, correspondence or other material
- Checks and/or compares documents, forms, applications, or other materials for accuracy, completeness, grammar, and format
- Operates electronic mail systems and coordinates the flow of information, internally or with other organizations
- Operates office equipment, such as fax machines, copiers, or phone systems and arranges for repairs when equipment malfunctions
- Uses computers for the latest software applications, such as database management or word processing. This includes use of Microsoft Office Suite and the software used by the City of Detroit.
- Independently notes and follows up on commitments made at meetings and conferences by staff members
- Develops material for use in public speaking engagements
- Maintains information needed for budget and expenditure purposes in conjunction with the Commission Treasurer.
- Performs special projects and other duties as assigned

Minimum Qualifications

Education

Bachelors degree (BA or BS) in business administration preferred, or associates degree from junior college, or equivalent experience as determined by the Commission.

Post-high school clerical and organizational training preferred.

Experience

In addition to the minimum education requirements, the following experience requirements also apply:

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Candidate must possess a combination of experience and training that would provide the required knowledge and abilities. This includes literacy in the technical duties outlined above.

Paralegal experience a plus.

Candidate must adhere to the current City of Detroit Ethics Ordinance and any updates to same.