



Opening Date: 3/23/2018
Closing Date: Open Until Filled

Vacancy Announcement #19-18 Administrative Assistant II

SALARY: NEGOTIABLE

DC Residents Preferred

EVENTS DC

Engage, Excite, Entertain.

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

SUMMARY DESCRIPTION

This is a responsible position, which involves providing general administrative support work to Meeting Services Department. Work involves the performance of complex duties requiring substantial secretarial and administrative experience and the ability to exercise considerable independent judgment. Employees in this classification are expected to be/become well informed in regard to broad divisional matters. Work is performed under only general supervision after the employee has learned established policies and procedures. Employees are often free to establish their own method for completing the work and are expected to establish priorities. Incumbents receive supervision from the Director, Meeting Services and Manager, Meeting Services and may supervise secretarial staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment.

EXAMPLES OF WORK ASSIGNED

- Provides a wide range of administrative services, i.e., support, coordination, planning, and follow-up on diverse division activities.
- Compiles materials and agenda for a variety of meetings.
- Provides typing services for correspondence, memoranda, and other communications.
- Initiates, implements, and advises on improvements in division procedures.
- Acts as liaison for Manager, Contracts & Procurement Services and Director, Human Resources with clients, contractors, and a variety of officials.

- Composes correspondence for signature.
- Opens, sorts, and prioritizes incoming mail for both Departments.
- Establishes and maintains filing system.
- Answers and screens incoming telephone calls and takes messages.
- Provides liaison with Management Services Department regarding travel and accommodation arrangements.
- Maintains confidentiality of sensitive issues and materials.
- Performs a variety of related tasks and duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Knowledge of correct use of English language in speaking and writing.
- Good writing, proofreading and editing skills.
- Familiarity with office machines, including calculators and word processing equipment.

CORE COMPETENCIES (ADMINISTRATIVE)

- Job Knowledge and Technical Expertise
- Oral & Written Communication
- Attention to Detail
- Planning and Organizing
- Initiative

MINIMUM QUALIFICATIONS

- High School Diploma or equivalent.
- Minimum typing speed of 65 wpm.
- Three (3) to four (4) years of responsible and diverse office experience in environments requiring initiative and resourcefulness.
- Proficiency in MS Office Suite.

DESIRABLE QUALIFICATIONS

- Completion of additional secretarial or office management courses.

In an effort to protect our environment from paper waste all candidates must apply on-line on our website:

<http://careers.wcsa.com/employment/application.aspx>

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW
 Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.
 Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC
 Human Resources Department
 801 Mount Vernon Place, NW
 Washington, DC 20001**

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.