

## **Chevy Chase Advisory Neighborhood Commission (ANC 3/4G) Posting for an Executive Administrative Assistant**

ANC 3/4G is currently hiring for the part-time role of Executive Administrative Assistant to support the operational functions of the Commission at the direction of the ANC 3/4G Chair.

The ideal candidate shall possess administrative, computer, and web-based skills and experience assisting a team of professionals, and the ability to work independently with self-sufficiency, motivation, and organization. Working knowledge and experience using the latest Microsoft Windows platform and virtual meeting platforms including WebEx, Zoom, and Microsoft Teams, as well as experience with website content management on Wordpress.org are required.

Hours may vary each week from a minimum of 8 hours to 10 to 12 hours. Estimated annual compensation range is between \$9,600 and \$13,000 based on a minimum of \$23/hour or negotiated rate and hours. The ideal candidate will be aged 18 or older and shall reside within the boundaries of ANC 3/4G (Chevy Chase, Barnaby Woods, and Hawthorne), and has the requisite skills and experience necessary in carrying out responsibilities outlined below.

Please submit your resume and brief cover letter addressed to: **Commissioner John K. Higgins, ANC 3/4G-02, Treasurer, via email to: [3G02@anc.dc.gov](mailto:3G02@anc.dc.gov), before Friday, January 28, 2022.** You will receive email notification of receipt of your application and whether you will advance to the interview stage.

### **ANC 3/4G Executive Administrative Assistant | Position Description**

The Executive Administrative Assistant's primary role is to support the operational functions of the Commission at the direction of the ANC 3/4G Chair, and secondary function is to support the work of the Commission's officers, on an as needed basis. The Executive Administrative Assistant is expected to serve with excellence, integrity, and an unwavering commitment to the public interest.

### **ANC 3/4G Public Meetings – Public Notice to Document Management**

The Executive Administrative Assistant is responsible for supporting the Commission's preparation for, notice, and conduct of the ANC 3/4G Public Meetings as governed by the relevant rules and regulations; sending the ANC's letters and resolutions to the appropriate

recipients in a timely fashion that ensures that the Commission receives the “great weight” afforded by the ANC Omnibus Act, and posting in a timely fashion the ANC’s letters, resolutions, and other appropriate documents on the Commission’s website for public view.

The Executive Administrative Assistant shall work with the Chair and the Commission to develop the Commission’s biweekly (second and fourth Mondays of each month) Draft Agenda and provide support, as directed, for any special or *ad hoc* administrative meetings. As part of this preparation, the Executive Administrative Assistant is responsible for keeping track of the communications from District Agencies especially the Zoning Commission, Board of Zoning Adjustments, ABRA, Public Space Committee, and DDOT regarding hearing dates and other requirements that must be met in order for the Commission’s testimonies, letters, and resolutions to receive and be afforded great weight. The Executive Administrative Assistant may also be asked to monitor the District Council’s calendar for hearings that are relevant for the Commission.

Once the agenda is developed, the Executive Administrative Assistant is responsible for both noticing the public via appropriate social media channels, including the Commission website, and the individuals and groups that the Commission has placed on the agenda. In addition, the Executive Administrative Assistant MUST ensure that the ANC 3/4G Public Meetings are publicized with the draft agenda in circulation seven days in advance via three methods, as required by the ANC Omnibus Act.

During the ANC 3/4G Public Meetings, the Executive Administrative Assistant shall manage the associated logistics, including:

- a) Coordinating and confirming Public Meeting room reservations or remote platform operation during virtual and/or (future) hybrid meetings; coordinating and scheduling office conference room reservations,
- b) Confirming the attendance of presenters,
- c) Providing sufficient copies of the final DRAFT agenda for the public’s review at an in-person Public Meeting, and/or posting the link to the agenda in the Chat, if virtual or hybrid,
- d) Bringing the needed materials, e.g., draft resolutions and letters, microphones (if necessary), placards, gavel, recording device, ANC 3/4G banner, etc., to an in-person or hybrid public meeting,
- e) Coordinating with security personnel at an in-person meeting, and
- f) Ensuring that an audio/video recording is made of each public meeting.

Upon the conclusion of the meeting, the Executive Administrative Assistant will work with the Commission to receive the final versions of the letters and resolutions passed by the

Commission. The Executive Administrative Assistant will then confirm the vote totals written in the letters, provide light, non-content related copy editing as needed (grammar, format, and punctuation), and make the letters available to the Chair and/or Secretary for final review and signature, if required. Upon the Chair's approval, the Executive Administrative Assistant must send the letters to the appropriate recipients in a timely fashion that ensures that the Commission's great weight is preserved.

Once ANC 3/4G letters or resolutions have been sent, the Executive Administrative Assistant is responsible for Document Management (not limited to meeting documents, zoning cases and project plans, DDOT project plans and letters, tracking of any ongoing issues, etc.), and ensuring they are organized and filed appropriately in a shared drive and uploaded to the Commission's website so they can be shared with constituents and other stakeholders, as needed.

### **External Communications**

The Executive Administrative Assistant is trusted with communicating, on a timely basis, upcoming meetings and completed work on behalf of the Commission through the Commission's social media accounts, as assigned. The Executive Administrative Assistant is expected to use excellent judgment in posting to the Commission's Facebook account, Twitter account, and neighborhood listservs.

The Executive Administrative Assistant is responsible for updating and maintaining the Commission's website which is on the Wordpress.org platform, including posting meeting agendas, minutes, Q&A/chat, presentations, letters/resolutions, and other Commission work, as well as working to improve how well information is shared on the site to be easily accessible if the public were looking for specific information.

The Executive Administrative Assistant is responsible for managing the ANC 3/4G Office email accounts and responding appropriately and/or forwarding the communications to the appropriate Commissioner(s).

### **Office Management**

The Executive Administrative Assistant is not expected to keep regular office hours (whether or not the District is under a public health emergency) but is expected to keep the Commission's physical office presently located at the Chevy Chase Community Center at 5601 Connecticut Avenue, NW in good order. S/he is responsible for alerting the Commission when office supplies are needed, keeping the office in good condition, keeping the computers and printers in working order, and serving as a good steward of the office.