

EXECUTIVE ADMINISTRATIVE ASSISTANT (Office Manager)

Recruitment #23-005052-0002

DEPARTMENT West North Avenue Development Authority

DATE OPENED 5/18/2023 5:17:00 PM

FILING
DEADLINE Open Until Filled

SALARY \$52,575.00 - \$80,992.00/year

EMPLOYMENT
TYPE Full-Time

HR ANALYST Bianca Forte

WORK
LOCATION Baltimore City

Introduction

The West North Avenue Development Authority for Baltimore City is the economic development agency for the State of Maryland to benefit the neighborhoods of West Baltimore. The Authority initiates and funds comprehensive housing, economic, transportation, and neighborhood development by providing capital grants and low-interest loans to real estate developers, IT, light-manufacturing, and product production business start-ups, and commercial retail entrepreneurs participating in the revitalization of West Baltimore through acquisition, development, and repurposing of vacant, blighted, and abandon residential and commercial properties for economic development.

The goals of the Authority are too:

- Create a forum for residents to come together on one comprehensive economic, housing, transportation, and neighborhood revitalization plan for West North Avenue.
- Serve as a clearinghouse and resource center for promoting coordination and communication on development opportunities for West North Avenue.
- Ensure State and City funds are spent effectively and efficiently for development, and that development is happening in the appropriate way for West North Avenue.

- Provide advisory services to State, City and Non-government agencies on planning and development for West North Avenue.
- “Initiate” and “Fund” real estate and infrastructure development projects for West North Avenue.

The Authority is a first in the nation quasi-government economic development agency dedicated towards addressing the systemic discriminatory effects of redlining, that is anchored by an HBCU (Coppin State University) and a public arts college (MICA). The authority will become a national model for using unrestricted, creative and alternative funding and financing tools to bring economic equity with parity to marginalized communities while collaboratively engaging with the next generation of thought leaders to address these issues from two of Maryland’s prestigious academic institutions.

The Authority has presently identified six strategic development zones for single-family homeownership redevelopment, commercial, retail, and restaurant enterprise, and large-scale multifamily market-rate housing, along with the inclusion of trans-oriented development and green-space for parks and recreational activities.

The staff of the Authority will need to be highly advanced in their profession with the ability to make sound and logical independent judgements on programmatic and fiscal matters to successfully implement core duties and responsibilities of their position description.

The West North Avenue Development Authority offers a flexible work schedule, telework, training, advancement and career path opportunities, causal business dress, and a competitive salary. The offices of the agency are currently located on the campus of Coppin State University. All employees of the Authority will benefit from access to the cafeteria and gym facilities on the campus of Coppin State University, along with full reimbursement of an annual campus parking pass and \$50/month for cell phone. The Authority will soon participate in a Live-Near-Your Work program offering \$25,000 - \$50,000 in down payment assistance to full-time benefits-eligible employees who purchase homes in designated neighborhoods of West Baltimore.

The Authority has plans to rehabilitate a historic B&O railroad building for its offices on a soon to be revitalized commercial and retail Walbrook Mill lumber yard site next to Coppin State University and the Walbrook Mill Food Hall on W. North Ave.

GRADE

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LOCATION OF POSITION

2500 West North Avenue
Baltimore, MD 21216

The position will work out of offices located on the campus of Coppin State University.

POSITION DUTIES

The Executive Administrative Assistant will support the West North Avenue Development Authority's Executive Director, Staff and Membership with general administrative, operational, and fiscal clerical duties that support the agency.

The Executive Administrative Assistant will be responsible for attending board meetings, drafting minutes, preparing, and disseminating meeting agenda packages, responding to general inquiries, calendar management, and overseeing a variety of administrative and operational tasks and occasional special projects. This position requires a high level of professionalism, integrity, and discretion in handling confidential information.

- Provide comprehensive administrative support to the Executive Director and other senior staff that ensures outstanding communication and responsiveness to elected officials, community leaders, and the public.
- Provide calendar management; prioritize inquiries and requests, troubleshoot conflicts with little guidance, make judgments and recommendations to ensure smooth day-to-day office management engagements for staff.
- Support and manage a high-volume of administrative requests to meet the objectives of the Executive Director and senior staff with minimal supervision.
- Be very detailed producing quality administrative work with minimal review, mistakes, and corrections.
- Manage all scheduling and travel logistics for the Executive Director and senior staff.
- Serve as a liaison for the Board of Directors to the Executive Director.
- Maintain quality filing and communications systems including contact management, document management, and archiving.
- Prepare electronic packets and agenda for board meetings.
- Attend board minutes, record and draft minutes, and provide assistance with action items and deliverables associated with board meetings.
- Work closely with other executive assistants and schedulers at State and City agencies.
- Ensure office administrative operations are efficient and effective.
- Perform other administrative duties as assigned.

MINIMUM QUALIFICATIONS

Education: A Bachelor's Degree from an accredited college or university.

Experience: 3 years of professional experience as an office manager, executive assistant, paralegal, or other similar types of positions.

Notes:

1. Candidates may substitute additional professional experience as defined above on a year-for-year basis for the required education.
2. Candidates may substitute additional job-related education at a rate of thirty credit hours for each year of experience for up to two years of the required experience.
3. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in business and industry classification or business and industry

specialty codes in the related field of work on a year-for-year basis for the required experience and education.

DESIRED OR PREFERRED QUALIFICATIONS

Preference will be given to applicants who possess the following preferred qualification(s). Include clear and specific information on your application regarding your qualifications.

Experience employing clerical policies, procedures, and operations.

Experience using office equipment efficiently.

Experience using computer software applications, such as word processing, database, and spreadsheets.

Experience communicating effectively with the public, co-workers, and others.

SELECTION PROCESS

Please provide sufficient information on your application to document that you meet the minimum qualifications for this recruitment. Unofficial transcripts, certifications or diplomas to document educational or certification qualifications are required. Educational credentials from foreign countries must be evaluated by an approved education review service. This evaluation must be submitted with your application. For further information, you may call International Consultants of Delaware, Inc. (302) 737-8715 or World Education Services Inc. 1-800-932-3897 or (202) 331-2925. Successful candidates will be placed on the employment (eligible) list for at least one year. Eligible list may be used to fill future vacancies of the same classification. Successful candidates must document eligibility to work in the U.S. upon hire.

Please note: The West North Avenue Development Authority is not sponsoring new employees in application of the H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986. Federal regulations prohibit H1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer.

EXAMINATION PROCESS

The examination will consist of a rating of your education, training, and experience related to the requirements of the position. You may be required to complete a qualifications supplement, or the rating may be based on your application. Therefore, it is important that you provide complete and accurate information on your application. Report all experience and education that is related to this position.

BENEFITS

[STATE OF MARYLAND BENEFITS](#)

FURTHER INSTRUCTIONS

Online applications are highly recommended. However, if you are unable to apply online, the paper application and supplemental questionnaire may be submitted to: Department of Budget and Management, Recruitment and Examination Division, 301 W. Preston St., Baltimore, MD 21201. Paper application materials must be received in our office by the closing date for the recruitment. No postmarks will be accepted.

For questions regarding this recruitment, please contact the DBM Recruitment and Examination Division at Application.Help@maryland.gov or 410-767-4850, MD TTY Relay Service 1-800-735-2258.

We thank our Veterans for their service to our country.

People with disabilities and bilingual candidates are encouraged to apply.

As an equal opportunity employer, Maryland is committed to recruitment, retaining and promoting employees who are reflective of the State's diversity.

[APPLY](#)