



Position: NORDC COMMISSION SECRETARY
Civil Service Title: Urban Policy Specialist III

August 12, 2016

Main Functions:

The NORDC Commission Secretary conducts highly responsible work to assure the smooth, efficient and accurate operation of the New Orleans Recreation Development Commission. This position is responsible to maintain required reporting and open communications between Booster Clubs, NORDC Commissioners and administrative staff.

Reports to: *NORDC Chief Executive Officer*

Apply to: mdwyche@nola.gov

Duties:

- Serves as the Recording Secretary for the NORDC Board of Commissioners;
- Prepares and maintains minutes and records for monthly Commission and committee meetings;
- Drafts agenda, agenda substantiation and collects and disseminates supporting documentation for Commission packets;
- Maintains calendar and schedules for committee and regular meetings of the Commission;
- Adheres to the public meeting notices requirement for the Commission per the Open Meetings Act;
- Facilitates the collection of required signatures for contracts with government unit;
- Works closely with NORDC Commission Chair, Chief Executive Officer, staff, and personnel;
- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information;
- Assists and provides administrative support in varied special administrative projects related to the work of the Commission and may represent the Commission in dealings with other departments and agencies;
- Responds to inquiries from the public, staff, or Commission members concerning the proceedings of the Board or the actions of the committees;
- Assists and provides administrative support in varied special administrative projects related to the formation and oversight of Booster Clubs and may represent NORDC in dealings with specific Booster Clubs and community organizations;
- Serves as liaison to departments and organizations, including but not limited to the NORDC Foundation, on behalf of the Board of Commissioners for the purpose of conveying and/or gathering information required for Commission operations;
- Serves as liaison to departments and organizations on behalf of NORDC for the purpose of conveying and/or gathering information required for Booster Club operations;
- Collects, organizes, and manages all required documentation from Booster Clubs; and
- Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the New Orleans Recreation Development Commission.



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Knowledge, Skills and Abilities:

- Able to effectively manage multiple projects and assignments under time constraints
- Able to demonstrate effective and efficient internal and external customer service through verbal, written and electronic communications
- Knowledge of the organization, policies, procedures and operations of the department
- Thorough knowledge of the structure of city government, including knowledge of the organization and functions of major departments, boards and agencies
- Able to establish and maintain good working relationships with representatives of other departments and general public
- Ability to devise and install work methods, forms and procedures
- Must maintain confidentiality.
- Able to work outside normal business hours and attend evening meetings.
- Able to adapt to change and work effectively in a team environment.
- Able to assume responsibility and use judgment in representing, reflecting, and carrying out program goals and mission of the department/division in situations requiring tact, diplomacy, and poise.
- Able to effectively manage stressful situations.

Employment Requirements:

- Must maintain an Orleans Parish domicile
- Two (2) years of experience supporting a commission, board, city council, board of supervisors, or other policy body such as a board of directors preferred.
- Prior experience in demonstrating judgment in weighing conflicting policy, political, and professional priorities preferred.
- Project management experience preferred.

Compensation/Status:

Annual Base Salary: \$51,145/EXEMPT
Benefits: City of New Orleans benefits package
Work Week: 35 hours per week, subject to flex time