



Position: CEO EXECUTIVE ASSISTANT

Civil Service Title: EXECUTIVE ASSSISTANT (c0268)

Main Functions:

The Executive Assistant to the CEO conducts highly responsible administrative support to the top executive official of NORD. This position ensures the timely responsiveness and handling of all higher level decision making for the organization.

Reports to: NORD Chief Executive Officer

Duties:

- Provides C-level administrative support including drafting of internal meeting agendas, meeting minutes, and coordination of follow-up activities;
- Maintains and manages emails, priorities, calendar and deadlines for the NORD CEO;
- Facilitates the collection of required CEO signatures for NORDC operating procedures and processes;
- Works closely with NORD C-level staff and all supporting personnel;
- Assists in the timely preparation of written materials (e.g. reports, memos, letters, etc.) from the NORD CEO office;
- Assists and provides administrative support in varied special administrative projects related to all functions of NORD; and
- Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the New Orleans Recreation Development Commission.

Knowledge, Skills and Abilities:

- Must enjoy and be capable of keeping up with a high-energy, fast-paced professional work environment.
- Capable of comfortably navigating issues facing public recreation and municipal government.
- 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.
- Must be very organized, extremely detail oriented, and capable of appropriately assessing the importance of competing priorities.
- High proficiency within MS Office applications, especially Word, Excel, and PowerPoint.
- 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
- Ability to establish and maintain good working relationships with representatives of other departments and general public



Position: CEO EXECUTIVE ASSISTANT
Civil Service Title: EXECUTIVE ASSSISTANT (c0268)

Employment Requirements:

- Must maintain an Orleans Parish domicile
- A Bachelor's Degree from an accredited college or university.*
- Five (5) years of experience providing high level administrative support to a department head, equivalent, or higher. Work must have included handling requests for information, conducting research, preparing statistical reports, drafting correspondence on behalf of the department head, scheduling meetings as well as other clerical duties.

NOTE: Current employees of the City of New Orleans must have gained this experience at pay grade 67 or higher to be considered.

NOTE: Additional related experience may be substituted at the rate of one year of experience equals 30 semester hours. Any combination of semester hours and additional experience equal to nine (9) years is qualifying.

Kind of Examination

A qualifying computerized keyboarding test with a minimum of 35 words per minute after the deduction of errors, a qualifying written examination, and a rating of experience weighted 100%. Credit will only be given for experience gained within the last ten (10) years.

Compensation/Work Week/Probation Period:

- Base Wage/Status: \$37,959/annually, \$20.86/hour/NON-EXEMPT
- Work Week: 35 hours per week, subject to flex time
- Probation Period: One (1) year