



MANAGEMENT SUPPORT TECHNICIAN
\$45,153 - \$72,204
(Salary Commensurate with Experience)



The Baltimore City Department of Planning is the agency entrusted with the mission to build Baltimore as a diverse, sustainable and thriving city of neighborhoods and as the economic and cultural driver for the region. This mission is directed at achieving one overarching goal: to make Baltimore the most livable, vibrant, sustainable and attractive city it can be, now and in the future. Our department is seeking a detail-oriented, customer focused, dynamic individual who will provide executive level administrative support to the Director, perform front desk activities, as well as coordinate the department's procurement activities.

RESPONSIBILITIES

- Receive visitors by greeting, directing and announcing them appropriately;
- Screen mail and telephone calls, retrieve and distribute messages and delegate inquiries;
- Initiate resolutions in response to routine verbal and written inquiries;
- Plan, coordinate and schedule meetings, appointments, and travel;
- Assemble meeting materials, maintain filing systems, schedule conference rooms, providing technology support and assist in a range of administrative projects;
- Coordinate and monitor payable, receivable, and procurement functions;
- Coordinate the approval process of contract agreements, assist in a variety of fiscal activity, and prepare periodic financial reports;
- Perform special projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Proven ability to manage the schedule of an executive level manager;
- Strong computer and technology skills, including but not limited to Microsoft Outlook, Microsoft Excel and Microsoft Word;
- Professional verbal and written communications skills;
- Strong organizational and time management skills with great attention to detail.
- Self-motivated to problem solve and prioritize.
- Ability to communicate warmly and professionally at all levels, even in high stress situations;
- Ability to effectively and efficiently work on multiple projects at the same time.
- Able to exercise sound judgment on a variety of matters guided by general instructions.

MINIMUM EDUCATION AND EXPERIENCE

- Requirements – A bachelor’s degree from an accredited college or university and three (3) years of experience administrative and/or management support work.
- Equivalencies – Equivalent combination of education and experience

PREFERRED BUT NOT REQUIRED

- Experience working in a front office setting.
- Experience in procurement and/or contract management.

FOR QUESTIONS ABOUT THE POSITION CONTACT

Nordia C. Malcolm
Department of Planning
Human Resources Generalist II
nordia.malcolm@baltimorecity.gov
Phone: (410) 396-2998

CONDITION OF EMPLOYMENT: Finalists must successfully pass drug and alcohol screening, a criminal background investigation, and education verification.

BENEFITS: Baltimore City offers a comprehensive benefits package including medical, dental, vision, and life insurances; 11 paid holidays; retirement plan; and paid leave.

BALTIMORE CITY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER