



BRA/EDIC EMPLOYMENT OPPORTUNITY

TITLE: ADMINISTRATIVE ASSISTANT

JOB POSTING: #1-14

EMPLOYMENT STATUS: EDIC Employee

POSTING DATE: 1/30/14

DIVISION/DEPT: DIRECTORS OFFICE

**This job posting will remain posted for 10 working days (2/12/14)before a hiring recommendation can be made*.*

SUMMARY: Under the direction of the Director, provides administrative and client relation support to the Director. Facilitates the non-Board of Directors activities of the office.

Activities include but are not limited to the following:

Manage Public Records Requests on behalf of the Agency as directed by the Executive Director / Secretary.

Scan critical documents submitted to the Executive Director / Secretary and preparing the hard copy for storage in the BRA Archives in West Roxbury.

Maintain the Public Records Room and interact with individuals using the collection in the room.

Maintain the Office's non-Board of Director's files.

Order legal advertisements as requested by Agency staff.

As first public contact in the Office, address staff and visitor questions or refer them to Agency staff members as appropriate.

Provide telephone and mail support.

Support Board of Directors meeting preparation as directed.

Perform other related activities as assigned.

QUALIFICATIONS: Work requires a minimum of 2 years of full or part-time related experience providing administrative support at an executive level and completion of a two year degree or equivalent. Requires proficiency in Microsoft Office, routine office practices and familiarity with document scanning basics. Requires the ability to work with minimal supervision, to prioritize work activity and to interact with the public. Must be a self-starter. Attention to detail is required. Ability to learn new software applications and new office practices is required.

GRADE: 15

HIRING RANGE: \$40,546.27 – \$47,848.18

To Apply: Submit resume to: **BRA**, Human Resources, 43 Hawkins Street, Boston MA 02114.

E- Mail: Hr.bra@boston.gov

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BOSTON RESIDENCY REQUIRED ON DATE OF HIRE