



Position	Executive Assistant	Opening Date	March 6, 2024
Salary	\$60,000 - \$80,000/D.O.Q.	Closing Date	March 30, 2024
Job Type	Full-time		

Nature of work

The executive assistant will provide advanced administrative support to the Executive Director and other staff, coordinating project activities, assisting with grant administration, and serving as a liaison between the agency, city, and community partners. The role involves a high level of organization, problem-solving, and communication skills, with responsibilities that impact the organization as a whole.

Working Conditions

The position requires work in both office and field environments. Occasional business travel to District sites, governmental agencies, consultant's facilities, and other locations may be necessary. The role also involves the flexibility to work additional hours as needed to meet job requirements.

Duties & Responsibilities:

Duties may include, but are not limited to, the following:

- Providing advanced professional administrative assistance and project support to the Executive Director and other staff.
- Coordinating project activities to ensure cost, schedule, document control, and quality standards are met.
- Assisting with reviewing submittals, estimates, pay applications, RFIs, and change order requests for accuracy.
- Serving as a liaison between the CRA, City, and community partners.
- Assisting the project management team with presentations to public groups.
- Assisting with administering all CRA grants.
- Greeting all CRA visitors in a friendly and professional manner.
- Assisting in coordinating special events for the agency.
- Preparing summaries and reports for the CRA Board.
- Receiving and delivering messages, as well as answering routine questions from the public regarding the CRA and City of Miami offices or departments.
- Engaging in problem-solving and decision-making, both independently and in cooperation with CRA staff and the Executive Director.

Education, Experience and Other Requirements

- Bachelor's degree in public or business administration from an accredited college or university, or in an area of desired specialization, and some (5 years) responsible experience in an appropriate area of work specialization.
- Proficient in advanced functions of the Microsoft Office suite, encompassing Excel, Outlook, PowerPoint, Word, Teams, OneNote, and SharePoint.
- Experience providing support to senior-level executives in a role that significantly impacts the entire organization.
- An understanding of legal concepts relevant to Community Redevelopment Agency (CRA) projects, including contracts, bids, and project documentation, is desirable.
- The candidate is required to have a valid Florida Class E driver's license.
- Bilingual in English/Spanish a plus.

Candidates with a combination of experience, skills, and education that meet the required knowledge, skills, and abilities for this position may be considered.

Application Information: All applicants must submit a cover letter, resume and supporting minimum requirement documents to omnicra@miamigov.com.