

ANC 2E Executive Director

February 2024

ANC 2E is seeking an Executive Director. This individual will partner with eight ANC Commissioners to help ANC 2E represent its constituents and the general community. The Executive Director will oversee and conduct all ANC 2E operations, and do so with excellence, integrity and in a timely and professional manner.

QUALIFICATIONS

ANC 2E is seeking candidates with the following qualifications:

- Demonstrated interest in public service.
- Strong organizational abilities including planning and deadline management with ability to meet or exceed all deadlines.
- Attention to detail.
- Strong written and oral communication skills.
- Comfortable initiating, interacting with and managing social media accounts.
- Ability to maintain a public facing website and use good judgement on social media.
- Experience organizing and executing hybrid meetings.
- Knowledge of the city agencies within the District of Columbia.
- Functional capabilities with all Microsoft products and ZOOM.
- Some experience with budget management.
- Comfortable working in collaboration both remotely and in-person.

SPECIFIC RESPONSIBILITIES

Public meeting operations and materials.

In sum, the Executive Director is responsible for supporting all the efforts to prepare for and notice the ANC 2E Meetings as governed by the relevant regulations, and sending the ANC's letters and resolutions to the appropriate recipients in a timely fashion that ensures that the ANC receives the great weight afforded by the ANC Omnibus Act. The following are part of the public meeting responsibilities:

- Attending all monthly public and executive committee meetings in preparation for the public meetings.
 - There are eleven public meetings per year with no meeting in August. These meetings are held in the evenings on a weekday. Public meetings beyond these eleven are very rare.
- Drafting the agenda for Chair review. This will include reviewing the communications from DC Agencies (especially the Zoning Commission, ABCA, and DDOT) prior to draft agenda creation so that hearing dates and other requirements are met, and the ANC's letters and resolutions receive great weight.

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- Finalizing the draft public meeting materials based upon ANC 2E Commissioner input, review and discussion.
- Inviting identified public meeting speakers and ensuring public awareness and speaker readiness.
 - This includes communicating the draft agenda to the public, and to the individuals and groups that the ANC has placed on the agenda. Ongoing communications with the speakers prior to the meeting are typical, and expanding ANC 2E agency relationships where possible is an ANC 2E goal.
 - The agenda must be publicized seven days in advance via three methods as required by the ANC Omnibus Act. It is expected the Executive Director will announce/market public meetings /activities on current and evolving communication channels such as social media. Reporting of social media results to Commissioners will occur.
- Finalizing all public meeting materials prior to the meeting and in a timely manner.
- Ensuring the meeting venue is ready each month including:
 - Providing copies of the agenda at the meeting plus any other pertinent material.
 - Purchasing and set -up of refreshments, and cleanup at the end of the evening.
 - Coordinating and confirming room reservation including Wi-Fi needs.
 - Bringing the needed materials, e.g. placards, gavel, recording device, etc.
 - Ensuring that a recording is made of each public meeting.
- Completing quality documentation of all public meeting and associated issuance of post-meeting correspondence within 9 days or less after the public meeting, including adhering to key deadlines such as Old Georgetown Board (OGB) and communications to required city recipients.
 - ANC 2E letters/resolutions drafted by the Executive Director will be reviewed the Commissioners unless otherwise agreed upon.
 - Once the letters have been sent, the Executive Director is responsible for document management, thus ensuring all documents are organized and filed appropriately so they can be shared with the Commission, constituents, and other stakeholders as needed and placed on the public ANC 2E website.

Daily operations.

- Working in collaboration with ANC 2E Commissioners.
- Day-to-day administrative business of the virtual ANC 2E office including maintenance of files including community contacts/constituents.
- Timely checking of voice and email, and transmission of communications.
- Setting up the monthly meeting schedule each year including the dates and the submission deadlines and adjusting if necessary.
- Confirming meeting dates with meeting hosts/place (location may rotate within the Commissions geographical area).

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- Timely maintenance of the ANC 2E website via proactive, independent review and per requests of ANC 2E Commissioners.
- Tracking, communicating, and maintaining all ANC 2E compliance requirements of the Office of the Advisory Neighborhood Commission (OANC) including.
 - Tracking of monthly budget expenditures.
 - Preparing and submitting the ANC's Annual Report.
 - Preparing the ANC's Quarterly Financial Report with the Treasurer.
- When requested, attend and/or present at hearings, and report back.
- Forwarding complaints or requests from residents and others to the Chairperson and/or the SMD Commissioner in whose district the matter arises.
- Purchasing office supplies and assuming responsibility for the petty cash account.
 - Preparing checks for the payment of bills or reimbursements approved by the Commission, e.g. reimbursement check for the purchase of paper for the ANC.

SALARY, HOURS, BENEFITS AND OFFICE EXPECTATIONS

This is a part-time role that requires approximately 40 hours of work per month. Salary will be determined based upon level of experience but will not exceed \$1,600 per month; salary is posted in the ANC 2E public budget. Role can be held on a trial basis with expectation to move to an at-will contract. Role offers flexible hours and working from home except for public meetings.

Role does not offer benefits. The Executive Director is expected to use their own technology for their home office.

The Executive Director acts under the direction of the Commission with supervision by the Chairperson. Specific actions requested by individual Commissioners will come under the direction of the Commissioner who requests such action.

The Chairperson, in conjunction with the other officers of the Commission, will do at least one annual review of the Executive Director's performance in regard to the needs of the ANC. Any questions about procedures or disputes about work assignments will be resolved by the Chairperson, and, if necessary, the full Commission in executive or public session.

EXPANDED OPPORTUNITY

Should candidates be interested, another Ward 2 ANC is seeking an Executive Director. The Executive Director role for ANC 2E and this other Ward 2 ANC Executive Director role could be held at the same time. ANC 2E is ready to provide introductions.

INTERESTED PARTIES

Interested parties should send their resume to 2e06@anc.dc.gov