

**Government of the District of Columbia**  
**ADVISORY NEIGHBORHOOD COMMISSION 7E**  
*Marshall Heights ▪ Benning Ridge ▪ Capitol View ▪ Fort Davis*

7E01 – Veda Rasheed  
7E02 – Linda S. Green, Vice-Chair  
7E03 – Ebbon Allen  
7E04 – Takiyah “TN” Tate  
7E05 – Victor Horton, Treasurer  
7E06 – Delia Houseal, Chair  
7E07 – Yolanda Fields, Secretary



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**RESOLUTION # 7E-19-0007**  
**Advisory Neighborhood Commission (ANC) 7E Authorization to Hire an Executive Assistant**  
**Proposed for Adoption March 12, 2019**

**WHEREAS**, Advisory Neighborhood Commission (ANC) 7E is in need of an Executive Assistant to provide administrative and management support for the operations of ANC 7E.

**WHEREAS**, D.C. Code §1-309.13(o) authorizes a Commission to employ any person necessary to provide administrative support to the Commission.

**THEREFORE**, ANC 7E hereby resolves that the ANC hire an Executive Assistance using the following job description.

**Job Description**  
**Advisory Neighborhood Commissioner 7E Executive Assistant**

**Overview:**

The Executive Assistant for Advisory Neighborhood Commission (ANC) 7E is responsible for providing administrative and management support for the operations of Advisory Neighborhood Commission 7E.

**Status:**

Part-time as an independent contractor

**Oversight:**

The ANC 7E Chair will advise the Consultant of the needs and priorities of ANC7E. The Consultant may be required to perform certain services in coordination with the Secretary or Treasurer.

**Job Responsibilities:**

Case and Records Management:

- ❑ Manage all ANC files, including the ANC website, to ensure that information is current, complete, and accurate, including the timely removal of documents that obsolete.
- ❑ Update the website as may be required.
- ❑ Pick up mail and other documents delivered to the Commission Post Office Box at least two times a week; date stamp all documents received; provide notice of receiving those documents to the Chair and other Commissioners, as may be appropriate, immediately upon receiving the documents; and maintain a log of all documents received either by mail or e-mail.
- ❑ Prepare all correspondence for ANC 7E that is drafted by Commissioners and approved by the Chair and ensure that all correspondence is sent in a timely way to the appropriate agency, organization, or individual.
- ❑ Ensure that documents, letters, and other case filings are timely and accurately filed with appropriate agencies, organizations, or individuals.
- ❑ Other administrative tasks as assigned by the Chair or relevant Executive Officers.

### Meeting Management

- ❑ Identify locations, make logistical arrangements, and ensure that proper public notice of all ANC meetings is provided consistent with the requirements outlined in DC statute and the Bylaws of ANC 7E.
- ❑ Attend monthly meetings of ANC 7E generally scheduled for the second Tuesday evening of each month, and any special meetings as may be required.
- ❑ Prior to the meetings, prepare the agenda in consultation with the Chair.
- ❑ Emailing the agenda, meeting notices, draft minutes with hotlinks to any correspondence that went out after the previous meeting, and distribute that package to all Commissioners at least 7 days prior to the meetings if possible.
- ❑ Assembling and copying documents as necessary for the monthly meeting,
- ❑ Provide all administrative support for ANC 7E meetings, including obtaining all necessary documents for cases to be reviewed during the meeting and providing all necessary documents in hard copy format to the Commissioners at least 7 days prior to the Commission meeting if possible.

## Support For Secretary

- Perform limited Secretarial functions at the meetings to include recording
  - motions made by Commissioners; recording Commissioners' votes; and taking brief but inclusive notes of meeting discussions and debates that can be used by the Secretary to supplement minutes. The Executive Assistant will provide meeting minutes within 72 hours of the ANC meeting.
- The Executive Assistant shall distribute minutes for review by the Commissioners and serve as a point of contact for Commissioners' suggestions for revisions.
- Work with the Secretary to review and revise a final draft of the minutes for
  - consideration at the Commission's monthly meeting. The final draft of the minutes will be distributed to the Commissioners by the Executive Assistant at least 7 days prior to the Commission meeting.
- Prepare all people who are to appear before the Commission on what they will need for their presentation. Also prepare and make copies of the agenda and documents to be used at the meetings and set up all such documents for use by the Commissioners at the meetings.
- At the meetings, take brief but inclusive and accurate notes of the discussions among the Commissioners and with the public for use in preparing the minutes.
- Make an audio recording of each meeting.
- Assist at the meeting by: recording motions made by Commissioners and recording the votes of each Commissioner and acting as a point of contact for members of the audience who wish to submit written positions, or have their names recorded in association with their testimony.
- Collect from the responsible Commissioner written copies of the resolutions passed at the meeting, proofread, format, and append them to the minutes.

## Meeting Follow-Up

- Post letters, correspondence, and other documents from the Commissioners to the DC government and other entities on the website.
- Prepare draft minutes within two weeks prior to the next meeting, then circulate to the Commission Secretary by email.
- After draft minutes are reviewed and returned by the Secretary, email the draft minutes to each Commissioner for comment at least 7 days prior to the next meeting.
- Commissioners should email proposed, substantive changes to the draft minutes to the Executive Assistant three days prior to the next meeting. The Executive Assistant will email those changes to all Commissioners.
- Upon approval of minutes by the Commission, post the minutes with attachments on the ANC7E website and file a paper copy in the office.

**Qualifications:**

- Detail-oriented.
- Strong administrative skills, including computer skills.
- Experience using WordPress
- Ability to work effectively with multiple stake-holders, including the general public.
- Understanding of DC government operations would be helpful, but not mandatory.
- Demonstrated record of strong organizational skills.
- Understanding of web site management would be helpful.
- Ability to work well under deadlines.

**Contractual Fee:**

The fees for service as an independent contractor on an annual contract basis will range from \$500--\$600 per month. The independent contractor will work from their own office space until ANC 7E secures an office space.

ANC7E will the Executive Assistant for all reasonable expenses approved by the Chair and Treasurer. The Executive Assistant will submit receipts for all expenses and a bill for services rendered monthly.

**ADOPTED** by \_\_\_\_\_ vote at a regular public meeting (notice of which was properly given, and at which a quorum of \_\_\_\_\_ of the seven members was present on March 12, 2019 by a vote of \_\_\_\_\_yes, \_\_\_\_\_no and \_\_\_\_\_abstained.

\_\_\_\_\_  
Delia Houseal, ANC 7E06  
Chair

\_\_\_\_\_  
Yolanda Fields, ANC 7E07  
Secretary