



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

7E01 – Veda Rasheed
7E02 – Tiera Fletcher, Vice Chair
7E03 – De’Ashia Deas
7E04 – Natasha Dupee
7E05 – Sharon Jafari, Secretary
7E06 – Delia Houseal, Chair
7E07 – Kim Martin, Treasurer

3939 Benning RD NE
Washington, DC
20019
7E@anc.dc.gov
www.anc7e.us
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RESOLUTION # 7E-22-002

Advisory Neighborhood Commission (ANC) 7E Authorization to Hire an Office Manager

WHEREAS, Advisory Neighborhood Commission (ANC) 7E is in need of an Office Manager 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 Jemila Kia James as the using the following job description.

Job Description
Advisory Neighborhood Commissioner 7E Office Manager

Overview:

The Office Manager 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 employee

Oversight:

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

Job Responsibilities:

Case and Records Management:

- Manage all ANC files to ensure that information is current, complete, and accurate, including the timely removal of documents that are obsolete.
- Work with website content contractor or lead to ensure that website is up to date and contains meeting agendas, minutes, resolutions and other required documents.
- Pick up mail and other documents delivered to the Commission at least two times a week; date stamp all documents received; provide notice of receiving those documents to the Chair and other Commissioners, as



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- 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.
- 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 support the Secretary in the distribution of 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.
- Coordinate speaker scheduling and 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.



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- 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.
- Experience working in political environments.

Payment:

The fees for service will consist of a payment in the amount of **\$20 per hour/not to exceed 30 hours per month**. The employee will work from the ANC 7E office and any other designated alternate work station. The employee’s hours may not exceed 30 hours per month without prior approval from the full Commission.



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

Terms of Employee

The employment is part-time and shall not be entitled to benefits. Either party may terminate this Agreement by written notice at any time for any reason or for no reason. Any termination initiated by ANC7E must be voted upon and approved in a public meeting. The employment will begin upon the date of approval. The employment agreement shall be governed by the laws of the Districting of Columbia.

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 February 8, 2022 by a vote of ___yes, ___no and _____abstained.

Delia Houseal
Chair
Advisory Neighborhood
Commission 7E