

**DCAM-16-NC-0121**  
**Temporary Staffing Services**  
**Attachment J1**

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**Aggregate Group A**  
**Executive Office Division**

# **AGGREGATE GROUP A**

## **Executive Office Division**

### **Communications Strategist**

Oversight of brand management across all internal and external applications; ensuring consistency and accuracy along the entire spectrum from website and social media monitoring and editing to events and customer service

- Graphic needs including flyers, carousel images, presentations and other internal requests utilizing the high end photos of DGS buildings across the website and SM Earned Media story ideas and content creation
- Correspondence on behalf of Director and/or Agency to community
- Development, design and execution of all internal Communications and Marketing needs such as signage, brochures, gear, etc.
- Press Releases Talking Points

### **Project-based**

#### **PM Training monthly presentations**

- Website content review to include fact checking and proofing, as well as identifying needed updates and areas requiring new content
- PM Website: Part II design, oversight and execution
- Three (3) PM Website training videos, writing scripts, designing layouts and overseeing production and editing

### **Education:**

- College Degree from an accredited College.

## **Web Editor**

### **Duties and Responsibilities:**

The DGS Web Editor/Content Editor shall work with internal department contributors/ stakeholders (DGS Communications, DGS Contracts & Procurement, DGS Portfolio Management, DGS Facilities, etc.) to post approved web content material to various DGS web properties.

- The Web Editor/Content Editor may also be tasked to write/create content material themselves.
- The Web Editor/ Content Editor will monitor and check web content for accuracy and ensure it complies with copyright and District of Columbia regulations.
- The Web Editor/Content Editor will ensure that all DGS web pages and content material are presented in a format that website visitors can read and download easily.

### **Collaboration**

The DGS Web Editor/ Content Editor will need to work successfully with both Inter and Intra Agency contributors. The Web Editor/ Content Editor will work with other Web professionals, such as Web designers, developers and webmasters to determine the best way to present information online. The Web Editor/ Content Editor may upload content themselves or provide material to designers and/or webmasters. contributors/stakeholders from DGS Departments will be encouraged to provide new source material to keeps the DGS Web properties fresh for returning site visitors.

### **Monitoring**

To ensure that Web content meets the needs and interests of website visitors, the Web Editor/ Content Editor, must monitor visitor behavior by reviewing site statistics/analytics.

- The Web Editor/Content Editor will monitor site traffic and make recommendations and potentially remove content that has low level of interest.
- The Web Editor/Content Editor will encourage user feedback by providing a means for visitors to leave comments.

## **Functional Requirements**

Meet the needs of visitors who view webpages via on tablets and smartphones in addition to Laptops and PC's. The Web Editor/ Content Editor must modify content so that it is easier to view on smaller screens

- Utilize HTML & Drupal to edit copy and refresh content to keep text and images relevant and current upon Agency needs
- Contribute ideas and feedback on current and future editorial content based upon Agency goals and trends
- Help define, document, and communicate content process, timeline, and style guidelines for the Agency
- Work on content optimization projects and product page development in a collaborative effort with the Office of the Chief Technology team
- Be the primary POC for all web editing issues related to Agency web properties
- Conduct keyword research to identify keyword usage
- Define SEO best practice for Agency Web content in conjunction with the Office of the Chief Technology
- Partner with e-Commerce and marketing teams to identify existing area of the website that need content optimization and define a strategy to meet the Agency's goals
- Define metrics to measure and monitor content optimization initiative(s) effectiveness.
- Generate web content for areas of site(s)
- Keep abreast and monitor content on various Agency website properties
- Deliver consistent and high quality service
- Strong verbal and written communication skills are a must

## **Education:**

- College Degree from an accredited College.

## **Receptionist – Ad-HOC**

### **Duties and Responsibilities include but are not limited to the following:**

- Greeting visitors and directing them to the correct person or department
- Managing the visitors book and giving out security passes
- Answering enquiries in person, by phone and on email
- Providing or sending out information
- Managing a booking system
- Providing refreshments
- Keeping the reception area tidy
- Arrange appointments
- Organizing meeting rooms
- Basic clerical work

### **Education:**

- High School Diploma required.

## **Summary Youth Program Counselor**

Under the direction of the Chief of Staff, the Youth Counselor is dedicated to the supervision and career development support for the over-18 Summer Youth Employee (SYE) Participants. The Youth Counselor will supervise, mentor, train and advocate for the DGS Mayor Marion S. Barry Summer Youth Employment Program Participants at The Department of General Services (DGS).

The Youth Program Counselor is an estimated eight (8) week seasonal position from the months of July thru August, five (5) days a week six (6) hours daily.

- Provide individualized job development and job placement services with the Department of General Services (“DGS”) for SYE Participants. Work with the members DGS Division teams to evaluate SYE Participants compatibility with various work environments by determining desired work pace, desired supervisory style, desired public contact, compatibility and cultures.
- Provide a resource for developing resumes, cover letters and employment seeking skills to assist SYE Participants with learning how to secure and maintain employment.
- Coordinate the SYE Participant program work assignments.
- Monitor daily activities of the SYE Participants and provide the support necessary to help participants successfully attain his/her goals.
- Work closely with the Departments Division Points of Contract to assure work assignments are constructive in nature and fully engage the SYE Participants in a real-work setting.
- Coordinate the career assessments to assist SYE Participants with transition plans geared towards entering the workforce.
- Participate in planning for appropriate post-secondary educational opportunities.
- Plan, develop, and implement educational workshops, career exploration activities, and other specialized seminars for SYE Participants geared towards work readiness training, and job seeker action meetings.
- Maintain an organized system of recording and tracking SYE Participants, job assignments, and results. Must be in a format accessible by the Department’s Chief of Staff. Records should document date and time of first contact intake, assessments, and specific plans for placement, progress notes, and follow-up.

**Qualification/Experience:**

**The Candidate shall have the ability to communicate and instruct verbally or written, a minimum of four (4) years' experience in working with high school aged youth in a supervisory capacity and two (2) to four (4) years' experience in on-the job youth training and work scheduling.**

**Education:**

- BA Degree in Social Work or related field.

## **Clerical Assistant**

### **Duties and Responsibilities:**

The candidate shall apply a broad range of clerical and technical administrative procedures, methods, and techniques to support managers and supervisors.

- Receives telephone calls and visitors to the office.
- Ascertains nature of call or business of visitors and determines appropriate action.
- Responds to a variety of inquiries not requiring technical knowledge and refers other inquiries to appropriate office staff or to other organizations, as required.
- Personally handles many requests for information and resolves or assists in resolving a variety of conflicts that may arise.
- Screens incoming correspondence and determines appropriate action.
- Refers correspondence requiring supervisor's attention to supervisor, or other appropriate staff person.
- Records incoming correspondence and action documents and follows up on work in process to ensure timely reply or action.
- Maintains office records, locates and compiles data/information from files for the development of reports.
- Keeps a project calendar and informs staff of deadlines, other important dates, and similar administrative support work.
- Receives requests for information from other offices within the agency concerning program(s) under the Supervisor's control.
- Coordinates corrective action with the appropriate official or office when errors are identified.
- Serves as liaison between the supervisor and departmental employees.
- Performs other duties as assigned.

**Qualification/Experience:**

The candidate shall have four (4) year experience working as a clerical Assistant in a fast paced office and the ability to communicate verbally and in writing with individuals from diverse social, economic and educational backgrounds.

**Education:**

High School Diploma required.