

**EXECUTIVE STAFF ASSISTANT
DIVISION OF FACILITIES MANAGEMENT
DEPARTMENT OF ADMINISTRATION**

September 2014
Position 012139

POSITION SUMMARY

This position reports directly to the Division Administrator of the Division of Facilities Management (DFM), and serves as the Administrative Assistant to the DFM Administrator. This position is shared with the Administrator of the Division of Facilities Development (DFD) and also serves as Administrative Assistant to the DFD Administrator. This position performs complex administrative work supporting both Administrators' offices and division leadership teams, coordinates and schedules meetings and events, and conducts research. The position supports the Administrators in the management of the day-to-day operations, handles correspondence for the Administrators, assists with human resource activities, facilitates approvals, and tracks the status of initiatives, projects, and program operations.

DFM oversees the operations and maintenance of 30 state office buildings and manages approximately 4 million square feet in seven cities throughout the state. In addition, DFM manages all lease transactions for state agency occupancy approximating 3.4 million square feet of space. DFD develops and administers the approximately \$1 billion biennial state building program. This includes oversight of: providing direction and support to all state agencies on capital projects; selection and review of architectural and engineering (A/E) design firms and documents; and management and supervision of construction projects.

This position has an extensive amount of public contact, and conveys information and materials to the Governor's Office and their staff, legislators, external stakeholders, and customers.

GOALS AND WORKER ACTIVITIES

30% A. Perform communications support duties for the Division Administrators of two large divisions.

- A1. Compose, edit, and prepare sensitive and confidential documents for the Administrators, DOA Secretary, or Governor's signature. This function requires working with a high degree of independence and includes drafting reply letters to other agencies and private entities.
- A2. Draft, coordinate, and track correspondence and reports for the Administrators and the Advisor to the Administrator; proofread finished documents; determine and include appropriate attachment/enclosures; certify mailing of documents if necessary.
- A3. Receive and forward inquiries from the press, public, agency staff, and the legislature to the Administrator or as directed.
- A4. Act as liaison between Administrator, Advisor to the Administrator, Bureau Directors, Governor's Office, Secretary's Office, division personnel, other divisions, other agencies, and other branches of government.
- A5. Serve as the final clearinghouse for documents requiring the Administrators' signature, ensuring accuracy and adherence to standards. Facilitate obtaining necessary approvals from the Administrator and routing of approved documents. Draft and prepare correspondence for review by the Administrator or other division managers. Maintain information on the status of Secretary/Governor approvals.

30% B. Perform administrative support duties for the Division Administrators of two large divisions.

- B1. Analyze and prioritize incoming mail and all telephone calls to the Administrators and provide information requested or determine appropriate referrals for a timely response. Screen phone calls, refer calls to proper staff and/or provide direct assistance to government officials, industry representatives, the press, and the public.
- B2. Schedule and coordinate appointments/meetings for the Administrators and manage Administrators' calendar.
- B3. Schedule meetings for the Administrators and prepare and distribute the meeting agendas. Develop and arrange presentation materials as required including arranging for any logistics and equipment needed in support of the presentation. Also, provide meeting scheduling support to Division Bureau Directors for meetings involving a large number of attendees or attendees from outside the agency. Make travel arrangements for the Administrator's as required.

20% C. Serve as staff to the State Capitol Executive Residence Board (SCERB). Draft the quarterly agenda and invitation. Attend board meetings and record official minutes.

- C1. Initiate and draft the State Capitol Executive Residence Board (SCERB) agenda each quarter based on direction from the Administrator.
- C2. Assemble, proofread for complete accuracy, and distribute agendas to attendees, and post the agenda on the website prior to the meeting.
- C3. Establish and control a mailing distribution list to assure up-to-date and accurate mailing lists.
- C4. Act as recording secretary for SCERB, monitor proceedings, and provide necessary duties throughout meeting.
- C5. Compose official minutes from actions taken at the SCERB meeting. Develop and distribute minutes to attendees, and post on website.
- C6. Organize and control the file of official SCERB meeting minutes and records.

10% D. Assist with the management and administration of all human resource activities for the Divisions.

- D1. Assist managers in scheduling of interviews and obtaining appointment letters for newly hired staff. Obtain Administrators' signature on appointment letters and coordinate distribution with HR.
- D2. Independently review all confidential correspondence including Division personnel transactions. Bring important and urgent HR matters to the Administrators' attention. Ensure completion and attachment of required documents prior to transmitting to Bureau of Human Resources for action. Maintain administrator file on employee grievances, disciplinary action, performance issues, and performance based pay recommendations. Ensure distribution of related documents to employees, supervisors, Administrator, Secretary's Office, and Human Resources.
- D3. Maintain records on division vacancies and reports on the status of filling the vacant

positions. Assist with the preparation of division performance assessment and workforce analysis reports.

- D4. Track performance evaluations for the divisions to ensure that all departmental requirements are met. Coordinate Administrator's edits and signature and ensure proper distribution of completed evaluations. Maintain complete file and list of signed performance evaluations.
- D5. Work with support staff to ensure that office set-up logistics are completed on time for newly hired employees. Coordinate the security clearance requirements for division staff with the State Capitol Police for photo identification and building access cards. Establish Intranet accounts for new employees and assist with obtaining building security cards and network accounts.
- D6. Maintain records of retirement plans of division employees, prepare retirement plaques and the letter from the DOA Secretary to retired employees. Coordinate with the DOA Secretary's Office and Governor's Office to obtain signatures. Assemble plaques and coordinate with retirement events.

10% E. Manage organization charts, phone lists, and vacancy reports. Conduct special projects and prepare reports as requested by Division Administrators.

- E1. Update and maintain division organization charts, phone lists, retirement information, and vacancy reports. Maintain consistent organizational and contact information on shared network drives, Intranet, and website.
- E2. Conduct research and collect data. Prepare reports on various division activities. Recommend solutions for improvements to the Administrators. Research may include contact with agency divisions, other agencies, vendors and/or private firms, and trade associations.
- E3. Gather and analyze information received through verbal and/or written communication, which can be confidential in nature concerning departmental and divisional matters.
- E4. Independently set work priorities for special projects ensuring priority items and deadlines are met in a timely manner.
- E5. Serve on committees and teams dealing with issues affecting division programs as requested.
- E6. Assist with data gathering for division office moves, physical inventory verification, preservation of records, maintenance of confidential or other important files, creation of forms, and reconciliation of telephone and computer user data.
- E7. Assist with updating and production of business recovery planning documents for the division as required for continuity of business operations.
- E8. Coordinate and promote annual Partners in Giving initiative. Issue promotional correspondence, notices, and track donations.

Knowledge and Skills

- Excellent oral and written communications skills
- Knowledge and experience with computer systems and programs including Microsoft Outlook, Word, PowerPoint and Excel

- Highly organized with good time management skills
- Ability to multi-task and prioritize various issues and projects
- Administrative skills including professional phone etiquette, proofreading, proper grammar, punctuation, and formatting
- Ability to establish and maintain good working relationships with agency staff, department leadership, legislators and staff, and the public
- Respond to contacts in a friendly, professional, prompt, and accurate manner
- Comfortable working in an environment with a high degree of political sensitivity, confidentiality, and discretion
- Ability to exercise independent judgment