

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Executive
4. Civil Service Position Code Description EXECUTIVE SECRETARY-E	10. Division Office of Economic Development
5. Working Title (What the agency calls the position) Executive Secretary	11. Section
6. Name and Position Code Description of Direct Supervisor KAPP, MICHAEL B; STATE OFFICE ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor SLAUGHTER, TERRI D; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 425 W OTTAWA ST; LANSING, MI 48933 / 7:30 a.m. – 4:30 p.m.
14. General Summary of Function/Purpose of Position This position serves as the Executive Secretary for the Administrator of the Office of Economic Development (OED), providing management support and coordinating office activities. Provide administrative support where interpretations and decisions requiring knowledge of administrator's viewpoints and independent judgment in making decisions are required. Act as a liaison between the Administrator and bureau staff, department staff, and governmental agencies. Perform secretarial duties which require a high degree of confidentiality, diplomacy, and a wide range of knowledge of the office and department's goals and functions.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 65

Provide Executive Secretary support for the Administrator and other OED staff.

Individual tasks related to the duty:

- Review and interpret office programs, policies, and strategic direction and communicate the views of the Administrator to staff and external clients.
- Transmit and follow up on directives, instructions, and assignments on behalf of the Administrator.
- Research and prepare confidential and sensitive documents and provide them to the Administrator.
- Review and provide pertinent information to Administrator before scheduled meetings. Prepare/send communications before and after scheduled meetings as needed.
- Perform administrative functions in support of office programs (e.g. updating web pages, assisting with application review meetings, grant processing, grant announcements, grant celebrations, etc.).
- Identify, recommend, and implement improvements to all OED processes and procedures.
- Schedule, set up, and take notes for OED Alignment (staff), OED Steering Team (management), and other OED meetings.
- Coordinate with other Michigan Department of Transportation (MDOT) administrative services on behalf of the office.
- Prepare, review, and edit non-routine correspondence for content, grammar, and MDOT correspondence standards.
- Coordinate and facilitate the Administrator's calendar, travel arrangements, and perform related duties.
- Support OED staff with scheduling meetings and submitting time and travel documents as needed.
- Oversee location and structure of office files, business process documentation, and job aids according to established document management procedures.
- Receive and screen incoming calls and visitors and make referrals to appropriate staff.

Duty 2

General Summary:

Percentage: 30

Oversee and manage the financial responsibilities of OED and coordinate with the Bureau of Finance & Administration (BFA), Office of Human Resources (OHR), and other administrative support personnel as needed.

Individual tasks related to the duty:

- Develop, monitor, and maintain the OED budget.
- Review budgetary needs with office Administrator and communicate related information to BFA.
- Proofread position descriptions, prepare interview information, and other Civil Service materials and information for job postings.
- Coordinate OED OHR needs with the Executive Office Personnel Liaison.
- Process financial vouchers through Statewide Integrated Governmental Management Application (SIGMA) Financial.
- Serve as office Procurement Card Coordinator.
- Serve as Internal Control coordinator for the OED.
- Manage fiscal year beginning and closing procedures for OED.
- Support and coordinate/collaborate with the Chief Strategic Impact Officer's and other Executive Bureau administrative support staff.

Duty 3

General Summary:

Percentage: 5

Perform miscellaneous duties as determined by the Office Administrator.

Individual tasks related to the duty:

- Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Using knowledge of the office and department, evaluate the nature of requests and/or phone calls and respond to or refer the calls to appropriate office personnel, if necessary. Provide information to department staff using knowledge of OED Administrator's viewpoint. Wherever possible, identifies, recommends, and implements improvements in the work methods and materials utilized in the position. Those affected by these decisions are division, bureau, and possibly department staff, legislators, Governor's office, state, local, and federal agency staff.

17. Describe the types of decisions that require the supervisor's review.

This position works independently with knowledge of the OED Administrator's viewpoints on the office's role and responsibilities. Decisions of a complex political nature that would have bureau-wide and/or department-wide impact or result in major equipment purchases or issuance of new division procedures significantly impacting operations would require supervisor's review. Scheduling conflicts related to the Administrator's calendar would require supervisor's review.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Ability to remain in a stationary position for extended periods of time using a computer. Requires the ability to work under high pressure conditions while maintaining professional composure. Position may require availability outside normal working hours based on operational needs.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

This position serves as the Executive Secretary for the Administrator of the Office of Economic Development (OED), providing management support and coordinating office activities. Provide administrative support where interpretations and decisions requiring knowledge of administrator's viewpoints and independent judgment in making decisions are required. Act as a liaison between the Administrator and bureau staff, department staff, and governmental agencies. Perform secretarial duties which require a high degree of confidentiality, diplomacy, and a wide range of knowledge of the office and department's goals and functions.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

The office evaluates, recommends, and implements four programs that impact the state's economy and the department's ability to implement its mission and gubernatorial initiatives. Office projects are in state, county, city, village, and township jurisdictions, as well as with other state agencies, non-profits, universities, and school districts. Coordination of activities is required with all department bureaus as well as the Governor's Office, the Legislature, and other state and outside agencies. This position serves as the Executive Secretary to the Office Administrator, as well as provides assistance to OED staff and other administrative support staff as needed.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Executive Secretary E10

Five years of office experience involving administrative support practices, including two years equivalent to advanced (8) level administrative support work, Secretary E8, or Legal Secretary E8; or, one year equivalent to a Secretary 9, Legal Secretary 9, or Senior Executive Management Assistant 9.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Functions of MDOT and OED
- Proper language, spelling, and grammar used in correspondence

Skill in:

- Organizational tactics
- Proofreading
- Usage of various computer programs (e.g. Microsoft Word, Microsoft Outlook, SIGMA, etc.)

Ability to:

- Maintain confidentiality, composure, and tact in handling sensitive situations
- Communicate well with others utilizing a variety of formats
- Prioritize and organize work
- Multitask fast paced assignments
- Maintain good internal and public relations

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

N/A

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

JENNIFER HADDON

12/12/2025

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date