

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 MILEAP
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Office of Early Education
4. Civil Service Position Code Description EXECUTIVE SECRETARY-E	10. Division Early Learning and Family Supports
5. Working Title (What the agency calls the position) Executive Secretary	11. Section Early Learning and Family Supports
6. Name and Position Code Description of Direct Supervisor LAFAYETTE-LAUSE, SOPHIA; STATE OFFICE ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor LAIDLAW, EMILY L; SPECIAL APPOINTEE	13. Work Location (City and Address)/Hours of Work 105 W. Allegan St. Lansing, MI 48933 / Monday-Friday 8:00am-5:00pm

14. General Summary of Function/Purpose of Position

The employee performs the most complex executive/management assistant assignments in support of the Director of the Division of Early Learning and Family Supports within the Office of Early Education in MiLEAP. This involves the organization of service area office procedures and the coordination of office activities. Other duties include performing a full range of executive secretarial and related functions using considerable independent judgment in making decisions. The position requires the transmittal of confidential and/or sensitive information and requires a special tact and discretion in evaluating and regulating the visitation flow into the Director's office.

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: 35

Provide advanced secretarial and management support to the Director and members of the Division of Early Learning and Family Supports.

Individual tasks related to the duty:

- Act as liaison between the Director and her subordinates, peers, and supervisors.
- Keep informed of office initiatives, projects and details, and advise Director of any concerns, and/or problems.
- Reflect the purpose of the Office of Early Childhood Development and Family Education.
- Assess office operation and services, and provide input for continuous improvement.
- Prioritizes and manages action items and deadlines, including assigning tasks to others and following up on status of assignments performed by others.

Duty 2

General Summary:

Percentage: 35

Provide lead secretarial support to the Director and staff within the Office of Early Education and the division of Early Learning and Family Supports.

Individual tasks related to the duty:

- Perform as administrative assistant to the Director.
- Independently compose letters, memos, reports, papers, newsletters, and other formal correspondence to internal and external stakeholders.
- Review, evaluate, and process incoming documents.
- Route urgent and high-level correspondence, information, and documents to appropriate staff members.
- Relay the Director's assignment to staff members including follow up on assignment.
- Review State Ad Board and other publicly posted items for the Director for conformity to format, grammar, and procedure requirements.
- Review all letters, forms and documents prepared by staff for the Director, or Deputy Director's signature for format, grammar, spelling and accuracy of information.
- Work collaboratively with other secretarial staff in the Office of Early Education regularly discussing and confirming secretarial procedures to be used throughout the Department and service area.
- Make arrangements for assistance when an overload of work occurs.
- Develop procedures at the service area level for submission of materials to State Ad Board or legislative liaison. Prepare and disseminate items for approval.
- Perform executive support tasks which may be highly confidential and/or sensitive and attend meetings.
- Provides basic phone and computer technical support and network access coordination.
- Coordinate activities related to ordering and payment of supplies, billing, and p-card usage.

Duty 3

General Summary:

Percentage: 20

Provide support to Director regarding calendar and itinerary, including travel, workshops and meeting arrangements, and correspondence related service.

Individual tasks related to the duty:

- Schedule appointments and meetings for the Director, making commitments for appropriate presentations, speeches, and conferences. This includes making decisions in the absence of the Director for confirming appointments.
- Coordinate travel and housing arrangements for meetings, workshops, conferences, etc.
- Prepare files and relevant materials for presentations, conferences, etc., without direction.
- Prepare agendas and collate materials for meetings and take minutes as required.
- Complete travel documents and expense audits as required.

Duty 4

General Summary:

Percentage: 5

Develop and maintain an accessible tracking system of records and files for projects, committees, activities, correspondence, etc.

Individual tasks related to the duty:

- Create a file system that is easily accessible to the Director.
- Develop a tracking system to monitor legislative bill analyses.
- Design and maintain a tracking system to follow up the progress on correspondence, assignments, and projects referred to staff members.
- Log Governor, Deputy Director, etc. correspondence, and other assignments that are being assigned to staff.

Duty 5

General Summary:

Percentage: 5

Other miscellaneous assignments.

Individual tasks related to the duty:

- Respond to general telephone inquiries and e-mails regarding the Office of Early Education. This involves routing calls and forwarding e-mails to appropriate personnel.
- Timekeeper for Director's office of Early Learning and Family Supports.
- Phone coordinator of Office of Early Education and Early Learning and Family Supports.
- Work with building liaison on facility related issues (i.e., renovating, lighting issues, etc.).
- Determine software and hardware needs for staff.
- Other work related assignments.

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

Handling of confidential personnel matters and screening of staff for meetings with Director, affecting staff members and overall function of the office. Determining priority of time-sensitive issues in the Director's absence by finding another key staff person qualified to address the issue, affecting leadership within Office of Early Childhood, and perhaps, other offices. Determining priority of problems to be presented to Director, affecting flow of work.

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

New problems or situations not previously discussed with Director. Highly sensitive and confidential meeting requests, correspondence, and information received may require input from the Division Director to determine proper handling.

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.

Moderate physical activity is necessary when moving supplies and printed materials within the office.

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

The employee performs the most complex executive/management assistant assignments in support of the Director of the Division of Early Learning and Family Support. This involves the organization of service area office procedures and the coordination of office activities. Other duties include performing a full range of executive secretarial and related functions using considerable independent judgment in making decisions. The position requires the transmittal of confidential and/or sensitive information and requires a special tact and discretion in evaluating and regulating the visitation and communication flow into the Director's office.

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

Reorganization of the office with change from MDE to MiLEAP. Creation of a new division of Early Learning and Family Supports and additional units.

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

The Division of Early Learning and Family Supports within the Office of Early Education provides information, consultation and resources to families, educators and communities concerned with the progress and development of all children, from the prenatal period to age 8 with an emphasis on PreK. The Division manages multiple state and federal grant programs and consults with parenting programs, family literacy programs, infant/toddler programs, early intervention, infant/toddler, and PreK special education programs, and can influence primary grade programs, K-3. This position will provide a variety of administrative and executive support tasks and responsibilities which may include highly confidential and sensitive information.

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 the application of instructions and guidelines to specific problems.
- Knowledge of the departments and work areas mission and its appropriate application.
- Knowledge of departmental policies, procedures, and organizational relationships.
- Knowledge of the organization and composition of letters, minutes, reports, charts and spreadsheets.
- Knowledge of correct English usage and grammar.
- Knowledge of office practices, processes, and computer software programs.
- Knowledge of the organization and maintenance of filing systems.
- Knowledge of scheduling and coordinating travel arrangements.
- Ability to make decisions where precedents may not be established.
- Ability to apply the overall mission of a department to make administrative or executive support decisions.
- Ability to review several diverse reference sources, select and synthesize data for reports and other forms of correspondence.
- Ability to use diplomacy and discretion, when giving out information and referring and directing callers and visitors.
- Ability to create presentations, charts, graphs, databases, and spreadsheets.
- Ability to perform mathematical calculations.
- Ability to follow, apply, interpret, and explain instructions and/or guidelines.
- Ability to determine work priorities.
- Ability to make decisions and take appropriate actions.
- Ability to meet schedules and deadlines of the work area.
- Ability to communicate effectively.
- Ability to compose routine correspondence and reports.
- Ability to type.
- Ability to operate standard office equipment.
- Ability to work as a team member.
- Excellent communication skills, including oral, written, and listening.
- Ability to provide constructive feedback.
- Interpersonal and small group communication skills.
- Ability to analyze and solve problems.
- Organization and planning skills.
- Technology skills, including word processing, email, and internet.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

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.

MICHAELA CAREY

3/25/2026

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