Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy. The official position description for this position is available from the HR office for the agency.

Position Code: EXCSECEC67N

Civil Service Class and Level: EXECUTIVE SECRETARY-E

Working Title (What the agency calls the position): Executive Secretary/Assistant to the Engineer of Construction Field Services Division

Name and Position Code Description of Direct Supervisor: RENNER, LINDSEY L; STATE DIVISION ADMINISTRATOR

Department/Agency: TRANSPORTATION CENTRAL OFFICE

Work Area: Construction Field Services (CFS)

Work Location/Hours of Work: 8885 Ricks Road, Lansing, MI 48917 / M-F, 7:30am-4:30pm (hours may vary)

General Summary of Function/Purpose of Position: Serve as the Executive Secretary/Assistant to the Engineer of Construction Field Services (CFS), providing confidential executive support and coordinating division administrative operations. Serve as the lead administrative support coordinator, facilitating communication, consistent procedures, and collaboration within the Division and Bureau. Exercise independent judgment and initiative to anticipate administrative needs, improve processes, and support efficient Division operations. The Executive Secretary/Assistant provides direct support to the Engineer of CFS while also serving as the lead administrative support coordinator for the Division.
This is a confidential position.

Assigned duties and tasks for each duty.

Duty 1 **Percentage: 40**

Provide proactive executive administrative support to the Engineer of CFS, including calendar management, meeting coordination, and oversight of recurring administrative activities. Independently prioritize and coordinate information, communications, and administrative workflows to support efficient Division operations.

- Provide executive administrative support and office coordination for the Engineer of CFS, independently organizing and prioritizing administrative activities to support Division operations.
- Manage the Engineer of CFS's calendar in accordance with established priorities and scheduling preferences. Identify conflicts, coordinate adjustments, and proactively schedule time for meeting preparation and review of important materials.
- Serve as a liaison between Engineer of CFS and division staff communicating necessary information as appropriate, following up on deadlines, etc.
- Serve as the primary scheduling coordinator for recurring meetings with industry associations, governmental agencies, department leadership, and other stakeholders. Coordinate participant availability, meeting facilities, and schedules to minimize travel and maximize efficiency.
- Coordinate meeting logistics and maintain shared agendas, reference materials, and collaborative electronic meeting records. Incorporate discussion topics and supporting information as requested.
- Anticipate recurring administrative needs, reporting requirements, and deadlines. Independently initiate reminders, coordinate information requests, and facilitate timely completion of management activities. This includes participation in and travel to statewide locations for required in-person meetings and events.
- Coordinate the collection and distribution of Division accomplishments, management reports, and other materials needed for recurring meetings and executive review.
- Organize and route documents requiring the Engineer of CFS's review, concurrence, signature, or approval. Identify priorities, communicate deadlines, and follow up on outstanding administrative actions.
- Coordinate administrative processes involving multiple levels of management, including conference attendance nominations, prioritization, approvals, and communication of final decisions.
- Serve as liaison between the Engineer of CFS and Department management, Division staff, legislative offices, governmental agencies, industry representatives, and the public. Provide or obtain information and respond to routine inquiries using knowledge of Division operations and management priorities.
- Screen, prioritize, and route incoming correspondence, calls, and requests. Identify urgent matters, advise the Engineer of CFS of significant issues, and coordinate necessary follow-up.
- Prepare, format, proofread, and distribute executive correspondence, memoranda, reports, and other administrative documents. Maintain organized electronic records and collaborative workspaces to support information sharing and continuity of operations.
- Exercise independent judgment, initiative, discretion, and confidentiality in coordinating executive administrative activities, anticipating management needs, and identifying matters requiring timely attention.

Duty 2 **Percentage: 25**

Serve as the lead administrative support coordinator for the Division, facilitating consistent administrative practices, continuous process improvement, and coordination of Division and Bureau administrative operations.

- Serve as lead administrative support personnel for the division, coordinating administrative support activities, communicating management expectations, and promoting consistent procedures and effective collaboration among administrative support personnel.
- Participate in and coordinate division administrative support meetings to communicate priorities, address operational needs, and facilitate implementation of administrative procedures and improvements.
- Actively participate in the Bureau Administrative Support Team, collaborating with administrative personnel across Divisions to coordinate shared resources, conference planning, travel needs, forms, procedures, and other bureau-wide administrative activities.
- Review and interpret departmental administrative policies and procedures, provide guidance to division staff, and coordinate implementation of procedural changes and management directives.
- Proactively evaluate administrative workflows, identify opportunities for improvement, and recommend and implement practical solutions to streamline processes, reduce duplication, and improve efficiency.
- Promote effective use of available technologies, including electronic forms, tracking systems, and collaborative applications, to improve administrative processes, information sharing, and coordination.
- Coordinate and provide backup administrative support during staff absences, including extended leaves, to maintain continuity of essential division operations. Facilitate cross-training and maintain working knowledge of other administrative support functions.
- Review and edit outgoing correspondence and materials requiring executive signature or approval for proper formatting, procedural compliance, and inclusion of necessary supporting information.
- Serve as a Division content management resource for internal SharePoint sites and external-facing departmental webpages. Coordinate with Communications and appropriate technical staff to maintain accurate information and publish approved updates, documents, and guidance.
- Provide backup support for designated division timekeeping and payroll auditing functions. This includes timely reviewing and approving employee timesheets ensuring compliance with Civil Service rules/regulations, collective bargaining agreements, and Michigan Department of Transportation (MDOT) policies/procedures and ensuring accurate coding. Remain available throughout payroll processing and continuously run payroll queries to ensure all timesheets are timely completed and submitted through to the Office of Human Resources. Review and ensure equipment usage is tracked and entered appropriately. Assist employees with timesheet corrections.
- Provide backup support for mail distribution, office supply coordination, telephone coverage, and other routine administrative activities as needed.
- Serve as the division's designated emergency monitor, coordinating established building emergency communication and reentry procedures as necessary.

Duty 3 **Percentage: 15**

Coordinate telecommunications services, CFS mobile communication devices, and workspace-related administrative activities within the Construction and Technology (C&T) Building. Serve as a liaison with the Michigan Department of Technology, Management, and Budget (DTMB), building occupants, and technical support personnel to facilitate equipment management, space utilization, and changing operational needs.

- Serve as the designated telephone coordinator for the C&T Building, coordinating telephone services, equipment changes, service requests, and related communications needs.
- Coordinate the assignment, inventory, service requests, and administrative management of CFS-issued mobile communication devices, including iPhones and iPads.
- Submit, monitor, and follow up on telecommunications and mobile device requests through established departmental systems and procedures as applicable.
- Coordinate with DTMB, technical support personnel, and affected staff to resolve telecommunications and mobile device issues and facilitate equipment changes.
- Serve as the C&T Building facilities liaison, coordinating with DTMB and building occupants regarding maintenance, repairs, work orders, space needs, and other facility-related matters. Participate in building coordination meetings and facilitate follow-up as needed.
- Coordinate C&T Building space utilization and workspace arrangements to accommodate changing staffing and operational needs across multiple divisions.
- Serve as an administrative liaison for workspace assignments, office relocations, and reconfigurations, coordinating with affected divisions, DTMB, and appropriate facility and technical personnel.
- Facilitate workspace infrastructure arrangements, including furniture, electrical connections, data connectivity, and telephone services, to support the occupancy and operational needs of building personnel.
- Maintain appropriate equipment inventories, assignment records, service requests, and workspace documentation to support accountability and continuity of operations.

Duty 4 **Percentage: 10**

Coordinate authorized division purchases, conference registrations, and related administrative transactions. Maintain accurate purchasing documentation and designated administrative records in accordance with departmental policies and procedures.

- Serve as an authorized purchasing card (P-card) holder for CFS, processing approved purchases in accordance with departmental purchasing policies and established spending limits.
- Coordinate non-routine purchases of office furniture, equipment, headsets, supplies, and other goods or services needed to support division operations.
- Maintain purchasing documentation, verify transaction accuracy, reconcile P-card expenditures, and complete required reporting and recordkeeping.
- Coordinate with the Departmental Technician and other appropriate personnel to facilitate purchasing activities, avoid duplication, and ensure timely fulfillment of division needs.
- Process conference and training registrations for approved division personnel, including registration payments, confirmation records, and communication with event organizers.
- Maintain records of approved conference registrations and related expenditures to support administrative tracking and management review.
- Maintain administrative records of professional licenses, certifications, and other designated employee credentials, including expiration dates and status information, as requested by division management.
- Coordinate the preparation, routing, and retention of purchasing and administrative forms, supporting documentation, and required approvals.

Duty 5 **Percentage: 10**

Other duties as assigned.

- Other duties as assigned.

Types of decisions made independently and whom or what those decisions affect: Follow-up action on directives and assignments of the Engineer of CFS to section managers and division personnel.
Priority of workload and meeting deadlines.
Screen incoming calls and correspondence; answer directly or route to appropriate staff.
Provide information to Department/Bureau management using knowledge of the Division Engineer's viewpoint.
Those affected by the decisions made are the general public, local public agencies, bureau management, and division staff.

Types of decisions that require the supervisor's review: Special assignments where clarification is required.
The priority of deadlines on various projects and programs.
The status of plans to facilitate dispensing information and answering inquiries.
When politically sensitive or technical issues are involved.
Decisions that will change statewide policy or procedure.

Physical effort used to perform this job and environmental conditions of this position: Position requires extensive use of a computer.
Ability to transport up to 25 pounds.
Ability to travel statewide is required to attend conferences, meetings, in person events, etc.
Position may require availability outside normal working hours based on operational needs.

Names and classes and levels of employees whom this position immediately supervises:

Essential functions of this position: Serve as the Executive Secretary/Assistant to the Engineer of CFS, providing confidential executive support and coordinating division administrative operations. Serve as the lead administrative support coordinator, facilitating communication, consistent procedures, and collaboration within the Division and Bureau. Exercise independent judgment and initiative to anticipate administrative needs, improve processes, and support efficient Division operations. The Executive Secretary/Assistant provides direct support to the Engineer of CFS while also serving as the lead administrative support coordinator for the Division.

This is a confidential position.

Function of the work area: The CFS Division provides technical expertise in the areas of construction administration, materials, and pavements. This position provides administrative support in all areas of the Division.

Education, experience, and credentials typically needed to perform the position's essential functions [Equivalent combinations of education and experience can also be evaluated on an individual basis for applications providing sufficiently detailed descriptions of the other experience.]:

EDUCATION:
Education typically acquired through completion of high school.

EXPERIENCE:
Executive Secretary E10
Five years of office experience involving administrative support practices, including three years equivalent to experienced (E7) level administrative support work, Secretary 7, or Legal Secretary 7; 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:

- Structure of state government and the Department of Transportation.
- Correct English usage, spelling, punctuation, and proofreading.

Ability to:

- Communicate effectively.
- Maintain confidentiality and composure.
- Prioritize and organize work.
- Exercise good judgment.
- Make accurate decisions.
- Handle stress.
- Furnish correct information.
- Perform under deadlines.
- Train and direct others.
- Schedule meetings/appointments.
- Take meeting minutes.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is preferred.