

LEGISLATIVE COUNCIL POSITION DESCRIPTION

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.

POSITION: Senior Executive Assistant

AGENCY: Office of the Legislative Council Administrator

SALARY SCHEDULE RANGE: I

POSITION: Full-time

GENERAL DESCRIPTION OF POSITION:

The employee in this position is responsible for advising and assisting with the direction of activities in the Office of the Legislative Council Administrator by participating in the formulation and implementation of policies and programs critical to the mission of the Legislative Council. The employee functions as an assistant to the Legislative Council Administrator. Tasks performed frequently are of a confidential nature and require a high level of independent judgment with minimal supervision. Provides assistance with program planning and coordinating projects to aid the Council Administrator in all areas of responsibility including the Administrator's role as the Acting Director of the Legislative Service Bureau. Responsible for preparing a variety of written materials and creating and maintaining various files, records, and databases. Acts as liaison with Council agencies, legislative agencies, and other organizations and represents the Council Administrator at meetings as needed.

EXAMPLES OF WORK:

- Performs a variety of administrative tasks to assist the Council Administrator in organizing and managing Council operations and activities, including facilitating the Council Administrator's activities and schedule, coordinating meetings, preparing reports and correspondence, and creating and maintaining accurate and complete records of the Office of the Legislative Administrator's function and activities.
- Serves as Clerk to the Legislative Council, the Michigan Law Revision Commission, the State Drug Treatment Court Advisory Committee, and other statutorily created Legislative Council commissions and committees. Responsibilities include the preparation and distribution of meeting notifications, agendas, and meeting documents ensuring all postings follow the statutory requirements of the Open Meetings Act, conducting roll call votes, and drafting meeting minutes and other reports as required.
- Provides staff support to the Legislative Council, the Michigan Law Revision Commission, the State Drug Treatment Court Advisory Committee, the Commission on Uniform State Laws, and other statutorily created Legislative Council commissions and committees. Creates and maintains accurate and complete records of all Council's, commissions', and committees' functions and activities. Serves as initial point of contact and responds or directs inquiries to appropriate personnel.
- Prepares and reviews all written correspondence with Leadership and all four caucuses to ensure consistency and accuracy.

- Coordinates the preparation and transmittal of the annual reports for the Legislative Council, Michigan Law Revision Commission, the State Drug Treatment Court Advisory Committee, and other statutorily created Legislative Council commissions and committees.
- Reviews financial statements and monitors budgetary compliance (both statutorily and within Council Rules) for all Council agencies with emphasis on the Office of the Legislative Council Administrator, the Michigan Law Revision Commission, the State Drug Treatment Court Advisory Committee, and other statutorily created Legislative Council commissions and committees. Transmits quarterly financial statements to leadership and Chairs of statutorily created Legislative Council commissions and committees.
- Prepares and coordinates compilation of Quarterly Metrics Report and transmittal to leadership.
- In conjunction with Legal Counsel, coordinates the preparation of contractual and copyright matters related to Council affairs and maintains files as necessary.
- Coordinates responses related to Freedom of Information Act requests with Legislative Council Administrator, General Counsel, and Attorney General's office when requested by Council Administrator.
- Assists the Legislative Council Administrator in meetings with staff, legislators, and members of the public, and represents the Legislative Council Administrator as needed.
- Assists with establishing priorities for administrative projects and coordinates follow-up with personnel to ensure timely task completion.
- Monitors and advises the Legislative Council Administrator of pending legislation that affects the Legislative Council and all Council agencies, commissions, and committees. Creates and maintains accurate and complete records of all pending legislation introduced in the current session.
- Creates and maintains a compilation of current Legislative Council statutes for the Legislative Council Administrator.
- Advises the Legislative Council Administrator of impending vacancies and/or term expirations of members serving on the Legislative Council and Legislative Council commissions and committees, and coordinates with Governor's staff, Legislators, Chairs and their appropriate staff regarding the appointment or reappointment of members accordingly.
- Creates and maintains current emergency contact information of key personnel for the Legislative Council Administrator and shares emergency contact information with Agency and Division Directors as well as the Human Resources Office.
- Creates and maintains historical record of the Legislative Council budget, national association dues payments, and other Council information as needed.
- Responsible for performing needed financial and accounting functions for the Office of the Legislative Council Administrator, the Michigan Law Revision Commission, the State Drug

Treatment Court Advisory Committee, the Michigan Veterans' Facility Ombudsman, and other statutorily created Legislative Council commissions and committees including the processing of travel expense claim forms and the preparation and processing of purchase orders and invoices.

- Serves as lead staff member for all retention policies related to the Office of the Council Administrator and all Council commissions and committees.
- Manages and maintains record retention of documents for former Legislative Council agencies, commissions, and committees including the Library of Michigan, the Legislative Council Facilities Agency, the Legislative Commission on Government Efficiency, the Legislative Commission on Statutory Mandates, the Michigan Sentencing Commission, , and the Trial Court Assessment Commission.
- Provides assistance to Joint Committee on Administrative Rules (JCAR) staff and attends JCAR meetings for additional support.
- Serves as parking coordinator and liaison for Legislative Council staff parking options provided by the Michigan Senate.
- Serves as liaison for interactions with The Boji Group in conjunction with LSB Business Office.
- Serves as timekeeper for the Office of the Legislative Council Administrator, agency directors, staff of the Michigan Veterans' Facility Ombudsman, and the LSB Administrative Services Division.
- Provides oversight of inquiries, including telephone calls and emails, directed to the Office of the Legislative Council Administrator, the LSB Director, the Michigan Law Revision Commission, the State Drug Treatment Court Advisory Committee, the Criminal Justice Policy Commission, the Commission on Uniform State Laws, and other statutorily created Legislative Council commissions and committees. Responds to inquiries when possible or directs inquiries to appropriate agency personnel as needed to facilitate efficient processing and response.
- Coordinates special projects as assigned.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES THE EMPLOYEE SHALL EXHIBIT IN THE POSITION:

- Thorough knowledge of Committee process, including taking Committee meeting minutes, sending notices and other tasks related to Committee work.
- Knowledge of Legislative Council organization, operations, and rules, policies, and procedures.
- Knowledge of state legislative processes and state government organization and functions.
- Ability to complete projects independently and accurately. Ability to work on complex projects with general guidance and minimal direction

- Knowledge of the techniques and principles of administrative management, including organization, planning, budgeting, and office management.
- Must be highly professional, able to perform in a responsible manner, and maintain confidentiality of work.
- Ability to maintain favorable public relations.
- Excellent verbal and written communication skills, including knowledge of correct spelling, English usage, grammar, and punctuation.
- Strong organizational, problem-solving, and analytical skills.
- Ability to manage priorities and workflow and meet strict deadlines.
- Knowledge of modern office procedures related to record keeping, filing, use and operation of standard office equipment, including ability to record meetings electronically.
- Ability to use advanced word processing functions.
- Ability to learn and use internal computer software.
- Desire to seek out and accept assignments to improve Legislative Council operations.

MINIMUM QUALIFICATIONS FOR THE POSITION:

- Bachelor's Degree in Business, Public Administration, Political Science, or applicable field required.
- Experience in the use of personal computers, including advanced-level work with word processing, e-mail, and other computer skills required.
- Minimum five years of related and progressively more responsible experience as an administrative assistant or executive secretary required.
- Excellent verbal and written communication skills required.
- Legislative experience preferred, with knowledge of the Legislative Council desired.
- Equivalent combination of education and experience of above acceptable.

NECESSARY SPECIAL REQUIREMENTS:

- Must be willing and able to work overtime as required.