

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: SEMA2B34N

Civil Service Class and Level: SENIOR EXEC MGT ASST-2

Working Title (What the agency calls the position): Executive Management Assistant

Name and Position Code Description of Direct Supervisor: ADAMS, SIGRID J; SENIOR MANAGEMENT EXECUTIVE

Department/Agency: LEO-LABOR AND ECON OPPORTUNITY

Bureau (Institution, Board, or Commission): Michigan Rehabilitation Services

Division: Executive Office

Section:

Unit:

Work Location (City and Address)/Hours of Work: 320 S Walnut St. Lansing, MI 48933 / Monday-Friday 8:00AM-5:00PM

General Summary of Function/Purpose of Position: Serve as the executive management assistant performing confidential administrative and executive secretarial functions for the bureau director and the bureau deputy director. Coordinates all office activities for the executive office of Michigan Rehabilitation Services. Performs and assists with duties that drive the vision, fulfill the mission, abide by the values of the organization and meet the needs of the bureau.

Assigned duties and tasks for each duty.

Duty 1: Serve as executive management assistant to the MRS Bureau Director and the MRS Bureau Deputy Director.

- Provides administrative and executive secretarial support handling confidential matters of a verbal or written nature, including personnel processes.
- Functions as liaison giving directives, instructions, and assignments.
- Notifies the director and deputy director of important issues and of any applicable deadlines.
- Acknowledges and prioritizes incoming correspondence and routes to appropriate staff for response. Specific correspondence requiring review and response are discussed.
- On a daily basis review, proofread, and edit documents and prepare for signature.

Duty 2: Maintains the executive office schedule for the Bureau Director and Deputy Bureau Director.

- Schedules speaking engagements, conferences, and meetings for the executive office.
- Prepares agenda and collects materials for meetings, speaking engagements, and conferences; takes minutes and keeps records of proceedings as required.
- Makes appropriate travel arrangements and completes related paperwork.
- Maintains and updates appointment calendars.
- Composes correspondence regarding acceptance or regrets for meetings, conferences, and speaking engagements.
- Coordinates meetings with the executive office, departmental officials, federal liaisons and external parties

Duty 3: Coordinates office management activities for the day-to-day operations of the executive office.

- Provides and requests information from staff and the department.
- Manages out of state travel approval process for bureau.
- Uses judgment while preparing, formatting, and editing documents of a confidential /sensitive nature.
- Types letters, reports, and other documents using current technology and high standards of excellence.
- Compiles, completes and maintains records, forms, statistical information and reports. Maintains filing system for the executive office.
- Navigates Aware system to obtain customer information.
- Research to prepare reports.
- Works with HR analyst to process bureau HR transactions.
- Works with contract manager to process agreements.
- Reviews purchases prior to bureau director's approval.
- Reviews and places office supply orders for the Central Office divisions and maintains office supply inventory.

- Completes authorized purchases with PCard in accordance with SOM policies, maintains supporting documentation, and ensures timely conciliation and submission of expenses.
- Recommends actions to be taken on office expenditures such as equipment and supply needs. May assist in preparation of the office budget.
- Receives, sorts, and distributes Central Office mail to designated staff in a timely and accurate manner.
- Receives the Underutilized Vehicle report, maintains internal tracking for bureau vehicles, and notifies managers of any units identified as underutilized.

Duty 4: Other duties as assigned by Bureau Director and Bureau Deputy Director

Other duties as assigned.

Types of decisions made independently and whom or what those decisions affect: Daily activities are performed independently. Responds to verbal or written inquiries. Determines what matters need immediate attention by the director, deputy director or staff. Makes decisions related to acceptable standards for correspondence. Determines daily priorities for accomplishing secretarial tasks for director's office. Decisions involved in making traveling arrangements for bureau director and bureau deputy director.

Types of decisions that require the supervisor's review: Advice is sought regarding responses to certain correspondence or when the matter is highly sensitive and to determine what specific information is to be included in a report or to resolve conflicting information and/or requests. Also when correcting director's work.

Physical effort used to perform this job and environmental conditions of this position: This position involves a heavy and continuous workload and tight deadlines to complete assignments. Tact and discretion are necessary in dealing with difficult or irate individuals. Substantial sorting of high-volume e-mail; judgment in sorting and managing due dates. Occasional travel may be required to accompany the Director or Deputy to conferences, speaking engagements, trainings and other engagements.

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

The essential functions of this position: Serve as the executive management assistant performing confidential administrative and executive secretarial functions for the bureau director and bureau deputy director. Position routes and follows-up on executive office incoming and outgoing mail, email, and requests. Maintains the executive office schedule for the bureau director and bureau deputy director which includes making necessary travel arrangements for meetings, conferences, and speaking engagements. The ability to coordinate office management activities for the day-to-day operation of the executive office such as composing correspondence for signature and maintaining the budgets for the executive office, training, travel, and public information.

The function of the position's work area and how it fits into that function: Michigan Rehabilitation Services' mission is to develop customized workforce solutions for businesses and individuals with disabilities. The executive office is responsible for directing the bureau in accomplishing this mission. This position provides the administrative and executive secretarial support for the bureau director.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Senior Executive Management Assistant 11

Six years of office experience involving administrative support practices, including three years equivalent to an advanced, 8-level, administrative support worker, Secretary E8, or Legal Secretary E8; two years equivalent to a Secretary 9, Legal Secretary 9, or Senior Executive Management Assistant 9; or, one year equivalent to the Division Head Legal Secretary 10 or Executive Secretary E10.

Alternate Education and Experience

Senior Executive Management Assistant 9, Senior Executive Management Assistant 11, Senior Executive Management Assistant 13, 15

Possession of an associate's degree in applied arts and sciences in an executive secretarial science curriculum may be substituted for one year as a Secretary 9.

KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent written and verbal skills. Proficient in using a computer. Knowledge in using the internet, technology, and MRS databases. This person must be very articulate and well-organized, with the ability to deal with people pleasantly under sometimes unpleasant circumstances.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A