

<b>Position Code</b>
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## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MDHHS-MUSKEGON COUNTY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Economic Stability Administration
<b>4. Civil Service Position Code Description</b> EXECUTIVE SECRETARY-E	<b>10. Division</b> Business Service Center 3
<b>5. Working Title (What the agency calls the position)</b> Executive Secretary E10	<b>11. Section</b> Muskegon County
<b>6. Name and Position Code Description of Direct Supervisor</b> KIDD, DONATA M; SOCIAL SERVICES DIVISION ADMIN	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> JEAN-BAPTISTE, EMERSOND; STATE BUREAU ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 2700 BAKER ST; MUSKEGON HEIGHTS, MI 49444 / M-F 8-5
<b>14. General Summary of Function/Purpose of Position</b> Provide management assistance and secretarial support to the Director. Liaison between Director, Program Manager and staff, Social Services Board, public agencies/officials, etc. Coordinate activities, complete special assignments, respond to and resolve problems, be aware of and support the Director's viewpoints. May function as the designated Personnel onsite contact. This position handles many confidential and sensitive materials, relevant not only to staff, but also management personnel.	

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: 45**

Management Assistant to the Director, process incoming and outgoing communications both written and verbal. Work closely with the management team to accomplish these tasks.

**Individual tasks related to the duty:**

- Place and answer telephone calls, receive visitors i.e., auditors, etc., share information as appropriate or refer to proper person
- Open, sort and distribute all State mail and Director's mail
- Make assignments including giving instruction to staff and/or eliciting information or opinions from staff for responses
- Type materials for Director from written, verbal or recorded instruction. Compose documents for response or sharing of information to others such as staff, other agencies, Business Service Center, Central Office, OHR, etc.
- Review and edit documents for accuracy
- Send outgoing faxes
- Log Director's reports and communications
- Notify management of deadlines to assure timeliness
- Calling Tree
- Organizational chart in Visio

**Duty 2**

**General Summary:**

**Percentage: 35**

MANAGEMENT SUPPORT: Coordinate office activities and independently perform management support functions. Serve as liaison between county director, management team, Business Service Center 3, other agencies and the community through transmission of information representing the county director's viewpoint.

**Individual tasks related to the duty:**

- Keep information of county/agency details and informs county director of problems.
- Handle highly confidential information.
- Respond to inquiries by telephone, mail, and e-mail regarding meeting attendance requirements and scheduling.
- Gather information, prepare agenda, and collects materials for meetings and conferences.
- Takes minutes, keep records of proceedings, determines, compiles and hand out pre and post meeting material.
- Updates county director on status of issues before scheduled meetings.
- Assemble and summarize information from files, documents, newspapers, and other available resources and conduct research for use by county director.
- Coordinates and facilitates office activities for the day to day operation of the county director's office.
- Interacts with Central Office staff as directed.
- Serves as an onsite HR contact. Assists local office leadership team with selection plans, preferred candidate memos, and facilitates communication regarding all HR related needs and changes with the BSC 3 HR liaison. Reviews applications, schedules interviews, onboards new employees, coordinates internships between HR and LO intern POC, and retains all local office hiring documentation. Regularly meets with BSC 3 HR liaison.
- Monitors status of local Business Plan and Corrective Action Plan.
- FOIA Coordinator
- Submit and track Reasonable Accommodation / Ergonomic Request / At Risk Assessments for staff.
- Performs research and analysis assignments as requested.

**Duty 3**

**General Summary:**

**Percentage: 10**

Schedule and coordinate office functions such as individual and group meetings, training sessions, and staff meeting.

**Individual tasks related to the duty:**

- Maintain Director's schedule for director to assure proper coverage is maintained. Keep director apprised of meetings, deadlines, etc.
- Prepare agendas for meetings
- Post notices, take notes and finalize minutes. Send pre and post meeting materials

• Post notices of MDHHS board meetings, as mandated in the Open Meetings Act. Prepares board memo and provides minutes for their approval and signature.

**Duty 4**

**General Summary:**

**Percentage: 10**

Maintenance of office records. Maintain Director's communications, files, computer reports, logs. Additional duties as assigned by director.

**Individual tasks related to the duty:**

- Develop procedures for filing and retention of materials by local needs as mandated by Central Office.
- Maintain current local office policies and procedures.
- Perform additional duties as assigned by director.

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

Determine work priorities. Responsible and accountable for work flow assuring that time frames are met. With the varied tasks of the Executive Secretary, Onsite HR Contact and FOIA Coordinator this becomes a complex but necessary part of the job. Responsible for personal work schedule, often adjusting to meet the needs of Director and/or management team when necessary. Screen calls, e-mail, etc. and assure that the Director is aware of all situations that he should know about and work closely to coordinate tasks and responsibilities with the managers as well.

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

- Those issues that require a Director's signature
- Complex situations where previous experience does not indicate correct action and written procedures are not available
- Many of the reports and/or information that are relayed are done without the review of the Director

**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.**

Standing, sitting, using keyboard/computer, stooping, crouching, reaching, lifting, carrying, bending. Mental demands of this job are incredible, as there are sensitive situations involving management and staff. Normal office conditions: noise from phones, printers, fax machines, and work noise from staff.

**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.  |

N Approve time and attendance.

N Provide guidance on work methods.

N Orally reprimand.

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?

Provide management assistance and secretarial support to the Director.. Liaison between Director, Program Manager and staff, Social Services Board, public agencies/officials, etc. Coordinate activities, complete special assignments, respond to and resolve problems, be aware of and support the Director's viewpoints. And may function as the designated Personnel Liaison.. This position handles many confidential and sensitive materials, relevant not only to staff, but also management personnel.

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?

Provide management assistance and secretarial support to the Director. Liaison between Director, Program Manager and staff, Social Services Board, public agencies/officials, etc. Coordinate activities, complete special assignments, respond to and resolve problems, be aware of and support the Director's viewpoints. May function as the designated Personnel onsite contact. This position handles many confidential and sensitive materials, relevant not only to staff, but also management personnel.

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:**

As listed on the Civil Service job specification.

*The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.*

**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.*

\_\_\_\_\_  
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