

Position Summary

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

Position Code: SEMA3B92N

Civil Service Class and Level: SENIOR EXEC MGT ASST-3

Working Title (What the agency calls the position): Senior Executive Management Assistant 13

Name and Position Code Description of Direct Supervisor: MOON, JASON W; SENIOR DEPUTY DIRECTOR

Department/Agency: LEO-LABOR AND ECON OPPORTUNITY

Bureau (Institution, Board, or Commission): Executive Office

Division: Executive Operations

Work Location (City and Address)/Hours of Work: 320 S. Walnut St., Lansing, MI 48933 / Monday – Friday 8:00 am to 5:00 pm / Hybrid Options available

General Summary of Function/Purpose of Position: This position provides executive management support to the Deputy Director for Executive Operations and other staff within Executive Operations and Executive Office. Assist LEO staff, constituencies, stakeholders, clients and the public in order to represent the Department while implementing sound judgment and maintaining strict confidentiality. This position will serve as a liaison between various groups, individuals, and LEO staff to coordinate functions, relay assignments, and provide pertinent information and direction. Responsibilities include compiling information, briefing the Deputy Director on findings, serving as the liaison with subordinate staff seeking information from the Deputy Director, screening incoming calls, correspondence, and requests for meetings with the Deputy Director. Duties will also include composing correspondence for signature, scheduling meetings, conferences, appointments and making travel arrangements.

Assigned duties and tasks for each duty.

Duty 1: Act as an executive management assistant to the Deputy Director for Executive Operations.

- Perform a variety of executive support tasks that may be highly confidential and sensitive in nature, including issues involving the Governor's Office and program administration issues and policies.
- Brief the Deputy Director on matters related to department administration.
- Compile information and provide it to Deputy Director.
- Assist the Deputy Director in responding directly to inquiries, both external and internal, either by responding using independent judgment or bringing matters to the Deputy Director's attention for his/her response.
- Serve as liaison between the Deputy director and staff, executive office, and other agencies.
- Handle confidential matters of a verbal or written nature, including personnel processes. Maintain confidentiality of documents and information received.
- Convey assignments and follow-up with Department staff on behalf of the Deputy Director.
- Prepare responses to constituent correspondence.
- Represent Deputy Director at meetings, take minutes, and provide reports on outcome. Update the Deputy director on the status of issues for scheduled meetings.
- Back-up other staff members in the Executive Office as necessary.
- Travel to and assist with department events as needed.

Duty 2: Perform administrative functions for the Deputy Director.

- Screen correspondence, phone calls, and visitors
- Forward correspondence to staff for response and follow-up
- Prepare, proof and edit documents for signature
- Make travel arrangements and process reimbursement requests
- Establish an organized tracking system to keep the Deputy Director on task.
- Keep up to date on key department topics, current events, and news stories related to the department.
- Schedule meetings, prepare materials and agendas, and collect supporting documentation.

Duty 3: Perform administrative functions for the office of Executive Operations.

- Perform various administrative assistant functions for staff within Executive Operations, which include the Administrative Service Bureau, Communications Office, and Legislative Affairs Office.
- Manage the schedule and mileage reports for the state vehicle, used by Executive Office staff.
- Handle and maintain media subscriptions for LEO executive staff, with approval by Communications and Budget team.
- Perform Procurement card functions for the office of Executive Operations.
- Order and maintain office supplies as needed.

Duty 4: Perform special projects for the Deputy Director and other duties as assigned.

- Complete other miscellaneous administrative and executive support tasks as needed and assigned by the deputy director.
- Complete special projects, etc.

Types of decisions made independently and whom or what those decisions affect: Daily activities are performed independently. Determine priorities based upon needs of the Deputy Director. Act on behalf of the director when the director is not available. This may include articulating the director's position/viewpoint on department issued.

Types of decisions that require the supervisor's review: The Deputy Director would be consulted on highly sensitive or political issues.

Physical effort used to perform this job and environmental conditions of this position: Using computer daily for correspondence reports, charts etc. Also includes the daily use of printer, fax machine, copy machine and minor repairs when necessary for such equipment.

The essential functions of this position: This position will support the Deputy Director and others that work within the office of Executive Operations and Executive Office. This position will serve as an executive assistant with a variety of responsibilities that are integral to the Department, including answering constituent calls transferred from the Governor's Office, legislators and/or legislative staff or the department's information line regarding labor laws and departmental regulations.

This position is often involved in fielding sensitive policy and political issues brought to this office from the Governor's Office, legislative leadership, and various interest group.

The function of the position's work area and how it fits into that function: The Executive Office provides overall guidance and direction to the Department of Labor and Economic Opportunity. This position supports the Deputy Director for Executive Operations and other staff in the overall direction of the department.

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 13, 15

Four years of administrative and executive support experience equivalent to a Senior Executive Management Assistant 9, Secretary 9, or Legal Secretary 9; three years equivalent to an Executive Secretary E10, Legal Secretary 10, or Secretary Supervisor 10; or, two years equivalent to a Senior Executive Management Assistant 11, Executive Secretary 11, or Secretary Supervisor 11.

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:

Knowledge of executive office support practices and good office procedures. Ability to communicate well with a variety of people and to work well under pressure. Ability to handle all office duties and/or confidential matters in a timely and professional manner. Abilities to plan, direct, coordinate, follow-up assignments for an executive. Ability to make decisions and take necessary actions. Ability to use Windows based environments to complete administrative and executive support activities (e.g. create presentations, charts, and spreadsheets).

CERTIFICATES, LICENSES, REGISTRATIONS:

None