

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

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| Position Code 1. SEMA2A54N |
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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.

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| 2. Employee's Name (Last, First, M.I.) | 8. Department/Agency TRANSPORTATION CENTRAL OFFICE |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission) Highway Operations |
| 4. Civil Service Position Code Description SENIOR EXEC MGT ASST-2 | 10. Division Metro |
| 5. Working Title (What the agency calls the position) Senior Executive Management Assistant to the Region Engineer | 11. Section Executive and Administration |
| 6. Name and Position Code Description of Direct Supervisor YUNG, GORETTE C; SENIOR MANAGEMENT EXECUTIVE | 12. Unit |
| 7. Name and Position Code Description of Second Level Supervisor BRUNNER, GREGG D; SENIOR DEPUTY DIRECTOR | 13. Work Location (City and Address)/Hours of Work 18101 W 9 Mile Road, Southfield MI 48075 / 7:30 to 4:30 (hours may vary) |

14. General Summary of Function/Purpose of Position

This position provides confidential executive support to the Metro Region Engineer. The position acts as liaison between the Region Engineer, Lansing Central Office, staff members, public officials, media, and public. The position is responsible to maintain control of key office correspondence and office records. The position provides direction, training, guidance and mentoring to other administrative support/clerical staff within the Region. This position provides administrative support to other staff in the Region's Executive Section (Planning, Communications, and other administrative functions), and serves as backup to the Executive Secretary for the Deputy Region Engineer. Considerable independent judgement is required for this position.

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: 50

Perform secretarial functions and duties on behalf of the Region Engineer. Act as liaison for the Region Engineer.

Individual tasks related to the duty:

- Serve as an essential resource to the Region Leadership Team preparing agendas, coordinating materials and information sharing, and providing assignment tracking and follow up on status of assignments.
- Serve as the liaison between the Region Engineer, staff members, public officials, media and public.
- Function independently in the absence of the Region Engineer, requiring knowledge of their viewpoint in order to take appropriate action.
- Determine priority of requests to bring to Region Engineer's attention.
- Relay Region Engineer assignments to other staff members and follow up on progress.
- Assist in determining appropriate staff to respond to urgent and highly sensitive assignments or correspondence.
- Review and interpret work instructions and guidelines to other staff, as necessary.
- Attend meetings as Region Engineer's representative and report on proceedings.
- Coordinate and facilitate Region Engineer's calendar to arrange appointments, meetings, travel and conferences. Function as a "gatekeeper" for the Region Engineer's schedule to ensure priority issues receive commensurate time and attention.
- Research, compile, assimilate, and prepare confidential and sensitive documents and brief the Region Engineer regarding contents.
- Independently coordinate and complete special projects. Participate in and/or coordinate special committees or task forces within the Region or with Lansing Central Office.

Duty 2

General Summary:

Percentage: 30

Perform Region executive secretarial support activities.

Individual tasks related to the duty:

- Research and compile letters and memorandums of a highly confidential and sensitive nature.
- Compose and edit correspondence from verbal, written or dictated instructions. Review, proofread and edit documents for the Region Engineer's signature. Respond to internal and external customers expressing the position of the Region Engineer may include privileged and confidential issues.
- Address communication needs such as reading and screening incoming correspondence, calls, and visitors, making preliminary assessments of importance, composing letters and memoranda in response to incoming inquiries and ensuring a timely response to all communication.
- Receive incoming Director's or Governor's Correspondence (Log) Letters. Review and make assignment with due date to appropriate staff for response and monitor due dates for timely response. Review, revise, obtain necessary approvals, finalize document, and submit to Lansing for signature within assigned due date. Establish and maintain a correspondence log.
- Perform timekeeping and travel expense functions on behalf of the Region Engineer.
- Perform as Region's secretarial expert, which includes providing expertise in proper written communications based on MDOT's Correspondence Manual and other resources.
- Schedule appointments, make travel arrangements, arrange for meeting locations and set up meetings. Collect materials and prepare agendas for meetings and conferences. Take minutes and publish minutes, as needed. Plan and coordinate arrangements for professional conferences. Attend meetings and/or conferences as required.

Duty 3

General Summary:

Percentage: 10

Lead and coach the Region's Administrative Business Team.

Individual tasks related to the duty:

- Schedule, set the agenda and priorities, and lead meetings for the Region administrative staff, as needed, to review policies, procedures and update staff on any new business items. Lead the team to achieve consistency of practice throughout the Region.
- Ensure that the Region Administrative Business Team understands and practices procedures for all administrative support duties consistent with department guidance and expectations. Practice and promote behaviors of quality, integrity and customer service.
- Guide the team through issue identification and resolution to streamline or improve process outcomes for administrative functions.
- Represent the Region administrative staff in statewide and region meetings.
- Coach and mentor administrative support staff throughout the region, and in other areas of the department as assigned, to help them improve their skills and abilities.

Duty 4

General Summary:

Percentage: 5

Be proficient in and serve as a support resource for software programs associated with administrative functions.

Individual tasks related to the duty:

- Be very familiar with the Department's purchasing procedures.
- Be familiar with the Department's payroll processing system and procedures.
- Maintain cost data and prepare analysis to recommend actions to be taken on expenditures for office equipment and supplies.
- Operate computers to produce a wide variety of documents, spreadsheets, charts, graphs, and presentations in final form. Develop presentations for the Region executive staff and the Region Engineer.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Others duties as assigned.

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

Independent decisions are made concerning the assignment of correspondence and reports, realignment of workload/assignments are made with special projects or assignments requiring immediate attention. The executive office, the department, staff, and our customers may be directly affected by these decisions.

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

When implementing new procedures or to clarify interpretation of guidelines and procedures or when unsure of the supervisor's viewpoint. When it involves an unusual, sensitive, and/or complex situation.

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.

Duties typically associated with working in an office environment. This position requires effort regarding working under the pressure of deadlines and handling multiple simultaneous tasks. The position requires travel throughout the Region, to Lansing and to other regions, with occasional overnight travel. Work hours may vary due to impending deadlines, emergencies or major events. Position may require availability outside normal working hours based on operational needs.

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):

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| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | 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?

This position provides confidential executive support to the Metro Region Engineer. The position acts as liaison between the Region Engineer, Lansing Central Office, staff members, public officials, media, and public. The position is responsible to maintain control of key office correspondence and office records. The position provides direction, training, guidance and mentoring to other administrative support/clerical staff within the Region. This position provides administrative support to other staff in the Region's Executive Section (Planning, Communications, and other administrative functions), and serves as backup to the Executive Secretary for the Deputy Region Engineer. Considerable independent judgement is required for this position.

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?

The Executive Section of the Metro Region provides leadership and management of the Department's highway functions for the 3 most urbanized counties in Michigan (Wayne, Oakland and Macomb) and 4 Transportation Service Centers (Detroit, Taylor, Oakland and Macomb) in Southeast Michigan.

This position provides executive support for the Region Engineer and the Executive Section which consists of the Region Engineer and other members of the Region Leadership Team. The position is classified as confidential due to the level of sensitive material handled on a day-to-day basis.

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:

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge/Skilled in:

- Coordination and organization skills.
- Microsoft software packages and use of a PC.
- Excellent verbal and written communications skills. Thorough knowledge of proper English usage, spelling, punctuation and grammar.
- Excellent proofreading skills.
- Strong decision making skills.

- Managing multiple or complex projects and/or coordinating assignments.
- Supervisory techniques.
- Department and Region policies and procedures.

Ability to:

- Maintain confidentiality, composure and tact in handling sensitive/stressful situations.
- Independently prioritize and organize own work products, as well as organize the day-to-day commitments of the Region Engineer.
- Effectively schedule and prioritize meetings, appointments, and conferences for the Region Engineer and Metro Region.
- Exercise sound judgment and discretion and ability to deal effectively with confidential information.
- Conduct oneself with a high degree of professionalism, customer service.
- Lead and cooperatively work within and across teams.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid driver's license is required.

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.

none

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