

Position Summary

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

Position Code: EXECSC1A

Civil Service Class and Level: Executive Secretary-1A

Working Title (What the agency calls the position): Executive Secretary

Name and Position Code Description of Direct Supervisor: VACANT; STATE BUREAU ADMINISTRATOR

Department/Agency: DEPARTMENT OF STATE

Bureau (Institution, Board, or Commission): Bureau of Technology Services

Division:

Section:

Unit:

Work Location (City and Address)/Hours of Work: 7064 Crowner Drive, Lansing, MI 48918 / Monday-Friday, 8:00 a.m. to 5:00 p.m.

General Summary of Function/Purpose of Position: This position provides administrative support to the Bureau of Technology Services. The executive secretary coordinates recurring operational tasks, supports meetings and communication workflows, assists hiring and personnel processes, and helps track procurement and invoicing activities. The role enhances bureau efficiency through organized documentation, consistent follow-through, and flexible support across multiple functional areas.

Assigned duties and tasks for each duty.

Duty 1: Support and coordinate recurring operational, administrative, and organizational processes to ensure the bureau functions efficiently.

- Coordinate recurring bureau activities and workflows.
- Maintain record, and documentation repositories including SharePoint sites.
- Manage ordering and replacement of supplies for the bureau.
- Assist with organizing information for leadership and bureau wide communication.
- Monitor progress on administrative tasks and identify follow-up as needed.
- Provide general support for evolving operational needs across teams.
- Complete timekeeping entries or payroll related tasks for bureau staff, ensuring accuracy and timely submission.
- Coordinate reservations of department travel including shared vehicles for bureau staff as needed.
- Serve as the primary or backup technology security liaison including coordinating required security forms, communicating updates and attending relevant meetings.
- Serve as the primary or backup in ordering, replacing or disposal of computer hardware and peripheral devices utilized by staff or for application testing.

Duty 2: Assist in meeting coordination, documentation, and communication to support clear information flow within the bureau.

- Attend assigned meetings and capture essential information.
- Schedule meetings including managing invitations and calendar coordination.
- Prepare and distribute meeting notes, action items, and summaries.
- Maintain organized archives of agendas, notes, and supporting documents.
- Track follow-up tasks emerging from recurring discussions.
- Prepare routine updates, communication materials, or simple reports.
- Facilitate efficient and accurate information flow across teams.

Duty 3: Provide administrative support for hiring, interview coordination, and process workflows.

- Coordinate scheduling and logistics for interviews.
- Assist with hiring documentation, preparation of materials, and workflow tracking.
- Support communication between candidates, staff, and MDOS Human Resources.
- Maintain appropriate documentation.
- Provide general administrative assistance throughout the hiring process including onboarding.

Duty 4: Assist in monitoring procurement processes, tracking invoices, and maintaining basic documentation.

- Track procurement requests and confirm required documentation is complete.
- Complete ordering and shipping processes.
- Monitor invoices and verify receipt of goods or services.
- Maintain orderly records of purchases, expenses, and procurement activity.
- Prepare routine status updates or summaries for leadership review.
- Follow up with vendors or internal units regarding pending actions.
- Support staff in completing procurement, including travel, forms and submission processes.

Duty 5: Complete additional tasks as requested to support bureau operations.

- Assist with general bureau communication or coordination needs as they arise.
- Help maintain organized files, records, or documents beyond primary duty areas.
- Provide flexible support for special projects or short-term initiatives.
- Staff offboarding activities

Types of decisions made independently and whom or what those decisions affect: Independently determine how to organize and prioritize routine tasks, scheduling of meetings, document maintenance and tracking. These decisions affect the accuracy of bureau records, the timeliness of communications and meetings, and the overall efficiency of daily operations.

Types of decisions that require the supervisor's review: Decisions related to situations that are politically sensitive, unexpected budget concerns, and those that involve changes to bureau processes. Tasks that fall outside established procedures, raise questions related to alignment with department priorities or those that may generate significant risks.

Physical effort used to perform this job and environmental conditions of this position: This is an office based position that engages in a complex work environment with high visibility in the department. Work is performed in a standard office environment with regular computer use, document handling, scheduling of responsibilities, and interaction with staff and external partners. The role may require occasional movement of items like files or supply boxes. Occasional travel may occur for meetings or bureau activities. Priorities and assignments may shift based on bureau needs, requiring flexibility and the ability to manage multiple tasks.

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

The essential functions of this position: This position provides administrative support to the Bureau of Technology Services. The executive secretary coordinates recurring operational tasks, supports meetings and communication workflows, assists hiring and personnel processes, and helps track procurement and invoicing activities. The role enhances bureau efficiency through organized documentation, consistent follow-through, and flexible support across multiple functional areas.

The function of the position's work area and how it fits into that function: This position provides administrative support to the Bureau of Technology Services. The executive secretary coordinates recurring operational tasks, supports meetings and communication workflows, assists hiring and personnel processes, and helps track procurement and invoicing activities. The role enhances bureau efficiency through organized documentation, consistent follow-through, and flexible support across multiple functional areas

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

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

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Six years of office experience involving administrative support practices, including four years equivalent to experienced (E7) level administrative support work, Secretary 7, or Legal Secretary 7; three years equivalent to advanced (8) level administrative support work, 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 a Division Head Legal Secretary 10 or Executive Secretary E10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of general administrative and operational support practices.

Knowledge of basic methods for tracking tasks and workflows.

Knowledge of ordering, invoicing, and financial processes.

Knowledge of hiring procedures and ability to coordinate hiring process.

Skill in organizing work, setting priorities, and managing multiple tasks.

Skill in maintaining accurate records and documentation.

Ability to make decisions based on work experience, departmental procedures, and policies.

Ability to communicate effectively verbally and in writing.

Ability to learn bureau specific workflows and adapt to changing needs.

Ability to learn and use office software, including spreadsheets and collaboration tools.

Ability to maintain confidentiality and handle sensitive information appropriately.

Ability to work independently with minimal supervision.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A