

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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Field Services (BFS)
4. Civil Service Position Code Description Secretary-A	10. Division Transportation Systems Management and Operations (TSMO)
5. Working Title (What the agency calls the position) Secretary	11. Section Maintenance & Fleet Services
6. Name and Position Code Description of Direct Supervisor ZIMMER-JANECZKO, KIMBERLY; ENGINEER MANAGER LICENSED-5	12. Unit
7. Name and Position Code Description of Second Level Supervisor ZIMMER-JANECZKO, KIMBERLY; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 6333 Lansing Road, Lansing, MI 48917 / M-F, 7:30am-4:30pm (hours may vary)

14. General Summary of Function/Purpose of Position

This position serves as a confidential management assistant to the Maintenance and Fleet Services Manager. This position serves as a liaison between the Section Manager, section staff, other departments, public/private industry, Michigan Department of Transportation (MDOT) management, and MDOT employees. This position performs management assistant support and office coordination activities for the Section which includes Maintenance Services/Support/Training and Administrative Management. This position fosters positive relationships with various Bureaus, Regions, Transportation Service Centers (TSC), Maintenance Garages, Divisions, other state agencies, consultants, vendors, businesses, and the public.

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: 40

Serve as the confidential management assistant for the Maintenance and Fleet Services Manager and perform administrative support duties.

Individual tasks related to the duty:

- Represent the Maintenance Section by responding appropriately to inquiries or questions.
- Assist visitors and customers as needed.
- Compose/edit letters, memos, and forms.
- Assemble and summarize information from files, documents, newspapers and other available resources for use by supervisor, staff, and others.
- Compile documents to be included with correspondence and make necessary copies and obtain required signatures.
- Proofread and correct prepared materials for correct grammar, spelling, punctuation, completeness, and content. Prepare and edit routine correspondence and reports.
- Coordinate office activities of work area and schedule supervisor's calendar of activities by making commitments for meetings, conferences, and presentations. Update supervisor on status of issues before scheduled meetings.
- Prepare agendas and minutes of meetings from notes or recordings.
- Serve as liaison between management and staff by sharing information, explaining appropriate work instructions, and following up on assignments.
- Open and distribute incoming mail and process all outgoing mail for the Maintenance Services Team.
- Screen incoming correspondence and reports. Forward to appropriate staff and personally handle the rest.
- Receive incoming messages and deliver them to appropriate staff members.
- Respond to messages for the Maintenance & Fleet Services Manager.
- Coordinate and manage section manager's calendar.
- Maintain confidentiality in performance of all tasks.

Duty 2

General Summary:

Percentage: 40

Operate as the administrative support coordinator for Maintenance and Fleet Services Section activities.

Individual tasks related to the duty:

- Review and coordinate Electrical permits for payment processing with Finance, TSMO, and Bureau of Construction Codes within the Michigan Department of Licensing and Regulatory Affairs (LARA).
- Coordinate, process, and submit vehicle logs for areas pool cars.
- Prepare, review, and submit out of state travel requests for staff.
- Coordinate and manage janitorial services, carpet cleaning, and other building needs for Field Services building.
- Coordinate, assist, plan, and attend Maintenance training events, meal requests, hotels, federal training funds requests, hotel direct billings, etc.
- Coordinate and order supplies for staff, trainings, conferences, and workshops.
- Serve as a key planning member and coordinator for conferences, workshops, and trainings such as vegetation workshop, TSMO conference, statewide maintenance foundation trainings, work element trainings, etc.
- Coordinate warehouse ordering for TSMO division.
- Set up files in ProjectWise for staff for maintenance contracts.
- Provide administrative support for Property Damage Reclamation Process.
- Share knowledge and experience with staff and with other administrative professionals.

Duty 3

General Summary:

Percentage: 15

Serve as a member of the Bureau of Field Services Administrative Support Team.

Individual tasks related to the duty:

- Log correspondence requiring responses from the State of Michigan (SOM) in the tracking system.
- Serve as a backup procurement card administrator for TSMO division.
- Serve as a timekeeper responsible for the timely review and approval of employee timesheets ensuring compliance with Civil Service rules/regulations, collective bargaining agreements, and MDOT policies/procedures and ensuring accurate coding. Remain available throughout payroll processing and continuously run payroll queries to ensure all timesheets are timely completed and submitted through to the Office of Human Resources. Review and ensure equipment usage is tracked and entered appropriately. Assist employees with timesheet corrections.
- Notify supervision when timesheets are missing and when payroll audit is completed.
- Prepare, design, monitor, and maintain reporting or tracking spreadsheets using spreadsheet software such as Excel.
- Provide backup coverage, mail duties, and determine needs for office supplies and process orders for the section.
- Serve as backup administrative assistant for the TSMO Division as needed.
- Attend and participate in administrative support staff meetings.
- Attend and participate in Bureau administrative support team meetings to provide technical direction on office and correspondence procedures and to develop and implement new procedures to improve the efficiency of the bureau.
- Participate in MDOT Administrative Conference and cross-training opportunities.
- Schedule annual performance evaluations.
- Update and maintain Maintenance SharePoint Site.
- Serve as a member of the bureau employee engagement team and participate in planning bureau meetings and events.
- Maintain computer and paper filing systems.
- Operate standard office machines such as computers, copiers, and conference room technology.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Other duties as assigned.

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

Use independent judgment to layout reports, lists, and correspondence and prioritize workload, all within the guidelines of the office procedures as established. This position frequently handles calls and confidential correspondence from the public, legislature, other state departments, or situations arising from the Division being a statewide - 24/7 operation. It is important that follow-up occurs promptly.

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

- Approval of final documents, reports, correspondence, and meeting dates.
- Situations with no written guidelines/procedures, unclear assignments, or conflicting assignments.
- Division practices that are of a technical nature, impact personnel issues, or matters that affect the motoring public.
- Clarification on special assignments where technical knowledge is required or department policy is unclear.
- Response to final course of action on complex, political, or personnel issues.

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.

- Requires long periods of remaining in a stationary position operating a computer.
- Ability to work under tight deadlines and perform multiple tasks and/or functions.
- Occasional transporting of supplies up to 25 lbs.
- Occasional travel/driving and overnight stays.

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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 serves as a confidential management assistant to the Maintenance and Fleet Services Manager. This position serves as a liaison between the Section Manager, section staff, other departments, public/private industry, MDOT management, and MDOT employees. This position performs management assistant support and office coordination activities for the Section which includes Maintenance Services/Support/Training and Administrative Management. This position fosters positive relationships with various Bureaus, Regions, TSC, Maintenance Garages, Divisions, other state agencies, consultants, vendors, businesses, and the public.

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 Division provides policies, procedures, and standards for operational issues related to Michigan's transportation system. The Section provides policies, procedures, and standards for maintenance issues related to the overall integrated transportation system. This section provides services to other divisions, bureaus, other DOT's, local agencies, businesses and the public.

This position serves as a confidential management assistant to the Section Manager. It supports the efforts of the section in providing support and office coordination activities for the Section which includes: Maintenance Services/Support/Training, Administrative Management. This position fosters positive relationships with various Bureaus, Regions, TSC's, Maintenance Garages, Divisions, other state agencies, consultants, vendors, businesses, and the public.

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:

Secretary 9

Four years of office experience involving administrative support practices, including one year equivalent to advanced 8-level administrative support work, or equivalent to a Secretary E8, or Legal Secretary E8.

OR

Four years of office experience involving administrative support practices, including two years equivalent to experienced E7-level administrative support work, or equivalent to a Secretary 7, or Legal Secretary 7.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Communicate effectively.
- Operate computers and various software systems.
- Be self-motivated.
- Write reports.
- Be a team player including working well with others.
- Interpret rules, laws, regulations, and procedures.
- Maintain records and prepare reports and correspondence related to work.
- Exercise sound judgement and discretion.
- Deal effectively with confidential information.
- Research and obtain information.
- Organize workflow and handle multiple assignments.
- Organize data for reports.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is preferred.

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.

KELSEA COLE

Appointing Authority

8/5/2026

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