

Position Code
1. EXECSC1AB96N

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

This position description serves as the official classification document of record for this position. Please complete this form 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
Vacant	Department of Natural Resources
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission)
4.Civil Service Position Code Description	10.Division
Executive Secretary -1A (11)	Marketing & Outreach
5.Working Title (What the agency calls the position)	11.Section
Executive Assistant to Chief	
6.Name and Position Code Description of Direct Supervisor	12.Unit
Kristin Phillips, State Bureau Administrator 18	
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
Mark Hoffman, Senior Deputy Director	525 W. Allegan Street, Lansing, MI 48933 40 hours per week

14. General Summary of Function/Purpose of Position

This position provides executive level management assistant activities to support the Chief of and other managers within the Marketing & Outreach Division. The Marketing & Outreach Division is comprised of Marketing, Education, Recruitment and Retention, Licensing and Reservations, Technology and Finance and Administration sections -- which provide programs and services to both internal and external customers.

This position will serve as office manager for the division and liaison between the Chief and other department staff and the public. This position also provides administrative support for one or more advisory councils.

**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 of Duty 1 **% of Time 55**

Provide office management duties and responsibilities in support of the Chief.

Individual tasks related to the duty.

- Coordinate, schedule, and maintain calendar of chief and other division management as requested.
- Arrange meetings and conferences.
- Take and transcribe meeting minutes.
- Coordinate and plan annual division in service
- Receive/screen chief and division telephone calls and mail, directly responding or routing to appropriate Bureau/Division/Office staff.
- Take initiative and exercise judgment in course of action consistent with supervisor's viewpoint, or Division and Department policies and procedures.
- Compose correspondence.
- Proofread and correct letters, emails, memos, reports, procedures, etc. for division staff as requested
- Attend meetings as Chief's representative, report on proceedings.
- Develop and provide reports as requested.
- File division and official paperwork
- Serve as liaison between the Chief and other division/department staff, employees of other state agencies, and the general public.
- Transmit information and delegate assignments to staff with appropriate work instructions.
- Keep appropriate tracking system and follow-up on assignments with staff and chief to ensure deadlines are met.

Duty 2

General Summary of Duty 2 **% of Time 15**

Serve as administrative assistant to one or more advisory councils.

Individual tasks related to the duty.

- Schedule meetings, coordinate logistics for council members (meals, lodging, if necessary)
- Coordinate logistics and materials for meeting (agendas, projectors, AV, etc)
- Take minutes during meetings.
- Coordinate meeting notices, media advisories and other tasks in preparation for public meetings.
- Some travel required, including some overnight travel.

Duty 3

General Summary of Duty 3 **% of Time 5**

Maintain division's policies, rules, forms and/or procedures.

Individual tasks related to the duty.

- Assist in the creation or revision of division policy, rules, and/or procedures.
- Ensure new and revised rules/policies/procedures are in department format.
- Notify staff of any new or revised rules/policies/procedures.
- Assist in the development and revision of division forms.

Duty 4

General Summary of Duty 4 **% of Time 10**

Serve as division training and safety coordinator

Individual tasks related to the duty.

- Participate on the department Training Advisory Team
- Maintain division staff training records
- Serve as division safety coordinator

Duty 5

General Summary of Duty 5

% of Time 10

Other duties as assigned

Individual tasks related to the duty.

- Provide backup administrative duties to the executive or other divisions within the department
- Provide administrative services to managers with the division
- Help coordinate office celebrations
- Coordinate and/or attend trade shows on behalf of the division and department
- Certify time in SIGMA (backup)
- Other duties as requested by chief and division management

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

Work is performed independently under general guidelines from the Chief. Incumbent determines the initial importance, confidentiality and priority of inquiries and correspondence. Decisions could impact Division staff, Department staff, other State employees and the general public.

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

Decision that involve issues that are highly sensitive and/or precedent setting. Decisions that involve expenditure of money beyond approved budget. Decisions that involve conflicting priorities. Decisions that involve external boards or councils.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Majority of duties will be performed in an office setting which could require long periods of time working on a computer. Some standing, kneeling, walking, bending, and lifting. Some duties may be performed in the outdoors.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

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 provides executive level management assistant support to the chief of Marketing & Outreach Division, including meeting scheduling and preparation. It serves as office manager for the division and provides administrative support to division management and external boards and commissions.

This position coordinates board/council meetings and takes official notes and minutes.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Backfill due to a vacancy.

25. What is the function of the work area and how does this position fit into that function?

Marketing & Outreach Division is responsible for the promotion of Department programs, the dissemination of information in various ways, i.e., education and outreach, interpretive centers, etc., and the oversight of technology issues. This position serves as the executive secretary to the division chief and provides office administration assistance to division management.

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:

Six years of administrative support experience where use of a personal computer to schedule meetings, prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including 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:

- Provides quality customer service: friendly, positive attitude, can-do spirit
- Works well with many different personalities/styles
- Knowledge of various computer programs, including Microsoft Word, Excel, Outlook.
- Familiarity with the internet and comfortable researching information and answers online
- Ability to organize and prioritize multiple tasks and meet deadlines.
- Attention to detail and follow through on assignments for self and others in division.
- Shows initiative in picking up responsibilities and problem solving
- Excellent communications skills both verbally and in writing across a variety of media.
- Ability to work under pressure with little or no guidance
- Ability to maintain confidentiality and tactfulness.
- Flexibility and adaptable to changing deadlines.
- Dependable, willing to go the extra mile to meet a deadline and/or to produce high quality work
- Organized and able to organize events, programs, information, meetings, schedules and other people
- Skilled in working with public, community and stakeholder groups.
- Ability to speak, write or understand multiple languages

CERTIFICATES, LICENSES, REGISTRATIONS:

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.