### 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.

<table>
<thead>
<tr>
<th>2. Employee's Name (Last, First, M.I.)</th>
<th>8. Department/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TREASURY CENTRAL PAYROLL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Employee Identification Number</th>
<th>9. Bureau (Institution, Board, or Commission)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>State and Local Finance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Civil Service Position Code Description</th>
<th>10. Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Secretary-E</td>
<td>Michigan Infrastructure Council</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Working Title (What the agency calls the position)</th>
<th>11. Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Secretary</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MOY, JESSICA; STATE DIVISION ADMINISTRATOR</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Name and Position Code Description of Second Level Supervisor</th>
<th>13. Work Location (City and Address)/Hours of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>VACANT; SENIOR DEPUTY DIRECTOR</td>
<td>Austin Building, 430 W. Allegan, Lansing, MI 48922</td>
</tr>
<tr>
<td></td>
<td>Monday- Friday  8:00am - 5:00 pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>14. General Summary of Function/Purpose of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position provides executive support and administrative assistance to the State Division Administrator 17 (director) of the Michigan Infrastructure Council. Produces and distributes a variety of documents on behalf of the office and director. Maintains filing systems and confidential records for the office. Receives and screens calls and visitors and routes appropriately. Answers inquiries and serves as a liaison between departments, administrations, divisions, regional and local entities, and contracted staff regarding issues relevant to the council and the director. Informs staff of administrative and procedural changes. Coordinates and maintains the director’s calendar appointments, meetings, and conferences. Provides administrative support at meetings and for other office initiatives, including oversight of meeting logistics and taking notes. Coordinates and processes all travel for the director.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Duty 1</th>
<th>General Summary:</th>
<th>Percentage: 45</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perform a variety of administrative and executive support tasks for the State Division Administrator 17 (director) that may be sensitive and confidential in nature.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Individual tasks related to the duty:**

- Coordinate office activities for the director.
- Produce and distribute a variety of documents including memos, letters, agendas, reports, charts, and PowerPoint presentations.
- Review, proofread, and edit documents.
- Act as a liaison between the bureau director and administration, departments, divisions, and external stakeholders.
- Receive and screen incoming calls and visitors; determine which are priority matters, and alert the director. Make referrals to appropriate staff or provide requested information.
- Read and screen incoming correspondence and reports; make preliminary assessment of the importance of materials and organize documents.
- Determine which matters to handle personally and which to forward to the director or administrative staff.
- Track office and administration assignments to verify completion and correctness by the due date; follow up with staff as needed.
- Establish and maintain various filing and records management systems.
- Compile and maintain records, reports, and statistical information which may be confidential in nature.
- Open, review, and distribute mail to director and other office or administration staff.
- Inform office staff of new policies and procedures.
- Recommend and oversee purchasing of office supplies and other office equipment for the office; serve as procurement card (P-card) holder for the office.
- Requisition (RQN) approval/processing via Statewide Integrated Governmental Management Applications (SIGMA) Financial.
- Serve as liaison for Freedom of Information Act (FOIA) requests within the office.
- Assist in coordination of the office’s and administration’s clerical and executive support functions, as needed.

<table>
<thead>
<tr>
<th>Duty 2</th>
<th>General Summary:</th>
<th>Percentage: 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule, maintain, and update the State Division Administrator 17’s (director) calendar and daily schedule.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Individual tasks related to the duty:**

- Schedule appointments and meetings at the request of the director and other administrative staff.
- Identify and secure meeting space and teleconference numbers.
- Prepare the director’s daily schedule, including supporting documents and information as needed.
- Address and rectify scheduling conflicts.
- Inform the director of changes in scheduling or calendar appointments.
- Secure and facilitate appropriate building security access to enable admittance of meeting participants.
### Duty 3
**General Summary:** Percentage: 20
Coordinate and assist with meetings for the director and related office initiatives, including conferences and special events.

**Individual tasks related to the duty:**
- Coordinate meeting logistics including securing a meeting space, inviting meeting participants, providing directions, etc. Create meeting registration materials.
- Prepare agendas and handouts; distribute as necessary prior to and/or at the meeting.
- Prepare meeting materials for the bureau director.
- Attend meetings or conferences at the request of the director.
- Ensure all technical needs for the meeting are available and functioning properly (e.g., projector, computer, AV).
- Take notes and/or transcribe meeting minutes at the request of the bureau director.
- Assist with travel arrangements for the meeting.
- Provide assistance to meeting participants both before and after the meeting.

### Duty 4
**General Summary:** Percentage: 10
Coordinate all in-state and out-of-state travel arrangements for the State Division Administrator 17 (director).

**Individual tasks related to the duty:**
- Prepare and complete registration and travel arrangements for the director.
- Prepare travel documents and relevant meeting materials.
- Facilitate executive approval for out-of-state travel for the director and other staff, as needed.
- Create and process memos and the approval process for out-of-state travel and travel exemptions.
- Enter and process expense reimbursements for the director and other staff, as needed.
- Compile and maintain travel vouchers and records.
- Arrange for State of Michigan car reservation (i.e., SOM fleet commander).

### Duty 5
**General Summary:** Percentage: 5
Other duties as assigned.

**Individual tasks related to the duty:**
- Other duties as assigned by the director, to support functions of the office and administration.

### Duty 6
**General Summary:** Percentage: 

**Individual tasks related to the duty:**

---

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.
Editing, proofreading, and distribution of letters, memos, etc. (Director).

Scheduling and coordinating meetings, appointments, and travel (Director, office staff, external partners).

Follow-up on correspondence and related materials with clerical staff, program staff, and administration (Director, Office Staff, Administration Staff).

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

When content is sensitive, confidential, or media-related. When instructions are unclear. When further clarification is needed related to policy and/or procedures.

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.

Physical activities related to general office work, including sitting and reaching. Occasional transport of office supplies and meeting materials.

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):

- 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?

The essential duties of this position are to 1) serve as executive assistant to the director, 2) provide back-up support and direction to the entire office for clerical duties, 3) coordinate all clerical functions within the office, and 4) serve as back-up support to the administration's executive level clerical team.

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

New position.

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

The Michigan Infrastructure Council, within the Department of Treasury, will enable statewide coordination across infrastructure classes and jurisdictions to break down silos, gain efficiencies in costs and project delivery, and allow for high quality infrastructure systems service to Michigan's residents. It will be responsible for increasing transparency to taxpayers on the condition of our assets, how tax dollars are spent and the establishment of statewide performance goals across asset classes. The Council will bring together local utility and infrastructure owners, regional representatives, finance and policy experts, as well as state department leaders to coordinate infrastructure-related goals and develop a long-term strategy for our infrastructure assets. This position provides executive administrative and secretarial support to the State Division Administrator 17 (director) of the Michigan Infrastructure Council.

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:

**Executive Secretary E10**

Five years of office experience involving administrative support practices, including two years equivalent to advanced (8) level administrative support work, Secretary E8, or Legal Secretary E8; or, one year equivalent to a Secretary 9, Legal Secretary 9, or Senior Executive Management Assistant 9.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of departmental policies, procedures, and organizational relationships (e.g., budgeting and accounting).

Ability to create presentations, charts, graphs, databases, and spreadsheets (especially using Microsoft Office).

Ability to use discretion in a complex office environment.

Ability to be highly organized and to prioritize and meet competing tasks and deadlines.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None.

*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**

---

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

BRENDA REED ___________________________ 8/22/2018 Date ____________

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 ____________