

**DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES
DIVISION OF POLICY DEVELOPMENT**

EXECUTIVE STAFF ASSISTANT

POSITION SUMMARY

Under the general supervision of the Division Administrator, this position provides administrative support to the Division management team including the Administrator, Education and Exams Program Manager, and Program Assistant Supervisor-Advanced. Duties include monitoring the expenditure and procurement activities of the Division, maintaining the board appointments process, and performing assigned office management functions within the Division.

GOALS AND WORKER ACTIVITIES

40%

A. Provide administrative and office management functions for the Division management team and assigned Division activities.

- A1. Compose and/or prepare correspondence for signature by the Administrator and other members of the management team on administrative and program issues to meet deadlines. Edit and proofread typed materials and ensure all administrative signatures are obtained.
- A2. Coordinate logistics for division staff meetings, including locations, schedule, materials, audio-visual, and agendas.
- A3. Develop, implement, and maintain ongoing update file of administrative resource documents such as operating budget control, contract inventories, purchase orders and requisitions, position controls, biennial budget, annual review documents, Administrative code files, position files, personnel instructions, and Division procedure manuals.
- A4. Serve as the Division of Policy Development Web Content Manager for the external and internal websites.
- A5. Maintain and update board Position Statements and post to the Department website in collaboration with Executive Directors and boards, once approved by the Division Administrator.
- A6. Facilitate the preparation and distribution of board Newsletters and Annual Reports by coordinating the submission, creation and editing of related materials in communication with Department staff, board members and stakeholders.
- A7. Coordinate interviews and serve as proctor for division positions.
- A8. Coordinate the annual scheduling of all board, council and committee meetings, in collaboration with the division management team for the following year.
- A9. Ensure all meetings are noticed and published in accordance with state Open Meetings laws.

A10. Work with management team to create and manage the efficient flow of work within the division. This includes leading projects to improve work flow and implementing changes.

A11. Maintain division copiers, printers, and fax machines.

20%

B. Maintain and provide oversight to the Divisions expenditure activities, including serving as the Division travel coordinator.

- B1. Provide oversight and monitoring of board members and staff travel expenditures, and conduct reconciliation of purchasing card transactions.
- B2. Review and approve division invoices and requests for payments. Submit invoices and receipts to the DSPS Fiscal Office for payment.
- B3. Order supplies and all purchases for the Division.
- B4. Maintain a purchasing card log of all transactions and balance purchasing card log with credit card statement bi-weekly.
- B5. Audit expenditures on a monthly basis to recommend cost-saving measures.

35%

C. Administer the “clerk of court” functions for the Department.

- C1. Accept and maintain custody of documents that are to be filed with boards or with the Department.
- C2. Promptly serve upon Respondent and/or Respondent’s attorney, the prosecutor and the Monitoring department all documents reflecting action of a board or the Department with respect to disciplinary complaints, license denials, and other actions affecting licensees.
- C3. Keep accurate records of due dates for documents, date and time of receipt of documents, and time, date, location and method of service of documents.
- C4. Communicate with the administrative law judge regarding the status of cases in hearing and coordinate the transfer of case files to the board and/or Department.
- C5. Calculate and calendar the timelines for objections, place documents on agenda and provide hearing record to the board for use in deliberations. Notify parties of due dates, including but not limited to dates for objections, dates for affidavits of costs, etc.
- C6. Calculate the costs to be imposed upon respondent and the timeline for objections. Provide notice to the Respondent of the costs and right to file objections. Provide draft Order and objections to the board.
- C7. Request legal representation from Department of Justice (DOJ) when a Respondent files a Petition for Administrative Review with the court. Request summary of case prosecutor, compile the record, certify and submit to the Court and DOJ. Notify the Petitioner once the record is available.

- C8. Track and report on cases in circuit courts and courts of appeals.
- C9. Receive and review requests for administrative warning reviews. Place on the board's agenda and ensure the parties are informed of date, place and time of the review.
- C10. Receive and respond to requests for Certified Orders in compliance with Open Records law.
- C11. Post Final Decisions and Orders and the board to the Department website.
- C12. Change license status in the Department website to reflect board action.

5%

D. Perform Miscellaneous activities as assigned

Knowledge, Skills, Abilities

- Strong problem solving skills
- Strong interpersonal skills
- Customer service skills
- Analytical and critical thinking skills
- Ability to maintain the confidentiality of the work assigned
- Skill to read and understand regulatory statutes and administrative codes
- Effective oral and written communication skills, including presentation skills
- Effective organization skills to multi-task and handle multiple priorities with varying deadlines
- Skill to exercise good judgment in the application of administrative policy
- Technical skills to effectively work with IT on technology projects
- Ability to represent the agency in a positive and professional manner.
- Ability to interact in a professional and courteous demeanor with supervisors, staff and stakeholders with a dedication to teamwork and professional collaboration to achieve team, division and agency objectives
- Ability to use a computer, the internet, computer software and related technology, i.e. Microsoft Office Suite, Adobe Acrobat Pro, desktop publishing software, and web publishing software
- Knowledge of State purchasing card guidelines
- Knowledge of Department of Administration Travel guidelines
- Knowledge of Open Meetings Law
- Knowledge of Open Records Law
- Ability to move equipment or boxes weighing up to 30 lbs