

# STATE OF MONTANA

## JOB DESCRIPTION

*Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Title: Executive Assistant**                      **Position Number: 17002**

**Location: Helena**                      **Department: Transportation**

**Division and Bureau: Director's Office**                      **Section and Unit: n/a**

### **Job Overview:**

The Executive Assistant position performs a variety of executive administrative duties for the Director's Office, the Transportation Commission and MDT Administrative Staff. Responsible for proactively managing event registration, travel arrangements, scheduling, and correspondence for the Director, Deputy Director and Chief Operating Officer. Supports the Director's Office by completing research and assigned special projects. This position serves as the initial point of contact for the Director's Office, professionally communicating and representing MDT. Serves as the secretary of the Transportation Commission as well as serving as the Director's liaison concerning the Transportation Commission. This position reports to the Public Information Officer and does not supervise others.

### **Essential Functions (Major Duties or Responsibilities):**

#### **Executive Support - 50%**

- This position provides a range of administrative functions in support of office operations. Schedule daily appointments and coordinate statewide meetings for the Director, Deputy Director, Chief Operations Officer, Administrators, Districts, and other office staff.
- Make travel arrangements for Director's Office and agency staff including lodging, air, or other commercial transportation.
- As directed, registers MDT executives for conferences, meetings, and other events and coordinates appropriate travel.
- Provides support for internal MDT communications including drafting correspondence, coordinating multi-media messaging, and tracking employee feedback to the Director's Office.

- Performs research in support of office positions, and projects to support the Director and staff in the management of the agency. Conducts special projects as instructed by the Director, Deputy Director, and Chief Operations Officer to gather facts regarding issues and to identify and recommend resolution.
- Assists supervisor with edits language, content, and layout of publications, newsletters, and online content to ensure accurate, complete, relevant, and consistent information and data are presented.

### **Transportation Commission - 30%**

- Facilitate information exchange, provide professional support for Commission activities, and ensure compliance with established state and federal laws.
- Coordinate scheduling, publicizing, conducting informational meetings and public hearings, issuing public notices of departmental actions and answering public inquiries and communicating and facilitating communications related to transportation project development and construction.
- Coordinate the meeting schedules of the DA's, DCS, Consultants, Design Engineers and public officials.
- Conduct research to prepare information for Commission review, develop recommendations, and assist in drafting and implementing policy, to meet the needs of the agency and the public.
- Conduct research to provide information for or develop correspondence on behalf of the Commission. Develop operational summaries and other orientation information for new Commission members. Ensure all information provided or correspondence composed is in conformance with applicable laws and policies
- Coordinate research of federal or other state statutes, rules, procedures, and policies at the request of the Commission to identify and recommend improvements in program operations. Research Transportation Commission actions for MDT, provide documentation and resolution to individual requests
- Identify program service and operational issues requiring Commission action, plan and organize scheduling, and prepare agenda. Contact agency division administrators to develop a summary of issues and document administrator input for the Commission. Coordinate with individuals, organizations, local and tribal governments, and others who wish to appear before the Commission to identify issues, redirect issues outside of the Commission's scope, and summarize information to ensure efficient meetings.
- Serve as liaison between the MDT Director and Transportation Commission by coordinating information exchange, maintaining effective relationships, conducting research and gathering information, and facilitating meetings and correspondence. Facilitate bi-monthly agendas, distribution of materials related to bid awards, conference call meeting with the Commission and meeting as needed for special projects or emergency issues for the

department. Disseminate Commission actions, bid awards to District Administrators, Administrative Staff and Executive Staff.

### **Other Duties - 20%**

Performs a variety of other duties and activities as assigned by the supervisor or Director's Office staff in support of the Department mission and objectives. This may include providing administrative support functions for areas outside of the Director's Office and assisting with vendor payments and reallocations for the Director's Office.

### **Supervision**

The number of employees supervised is: 0

The position number for each supervised employee is: n/a

### **Physical and Environmental Demands:**

- Works in a typical office environment.
- Contact on a daily basis is with the general public, all levels of elected government officials, congressional aides, other agencies, MDT Administrators and staff.

### **Knowledge, Skills and Abilities (Behaviors):**

This work requires advanced knowledge of the principles and practices of public administration; technical business writing; principles of communications and public relations; office management; research and documentation methods and techniques; legislative processes; Montana statutes; department rules, regulations, policies, and procedures; public transportation, safety, and technology issues at the state and federal levels.

Requires skill in researching; synthesizing information from diverse sources into integrated reports and recommendations; and organizing multiple projects within short and/or inflexible timelines.

Requires the ability exercise judgment and problem-solving competencies in responding to complex or controversial inquiries; interpret and solve problems on a daily basis; prioritize projects; develop and maintain effective working relationships with a variety of individuals and agencies; and communicate effectively verbally and in writing.

**Minimum Qualifications (Education and Experience):**

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor’s Degree in Communications, English, Public Relations, Business Administration, or a related field.

This position requires a minimum of 2 years of experience in administrative support functions for high level managers, office management, correspondence development, editing, or other related experience.

Certifications, licensure, or other credentials include: n/a

Alternative qualifications include: Combinations of additional related work experience and education equivalent to the minimum qualifications may be considered.

**Special Requirements:**

*List any other special required information for this position*

- Fingerprint check
- Valid driver’s license
- Background check
- Other; Describe
- none Union Code
- Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**Signatures**

My signature below indicates the statements in the job description are accurate and complete.

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<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
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<b>Administrative Review</b>	<b>Title</b>	<b>Date</b>
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My signature below indicates that I have read this job description.

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<b>Employee</b>	<b>Title</b>	<b>Date</b>
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**Human Resources Review**

**Job Code Title: Administrative Specialist 2      Job Code Number: B1J052      Level: 2**

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- |  |  |
|--|--|
| <input type="checkbox"/> FLSA Exempt             | <input checked="" type="checkbox"/> FLSA Non-Exempt        |
| <input type="checkbox"/> Telework Available      | <input checked="" type="checkbox"/> Telework Not Available |
| <input type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart              |

**Human Resources:**

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<b>Signature</b>	<b>Title</b>	<b>Date</b>
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