



Please submit resumes to:
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East Texas Council of Governments
Human Resources
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Administrative Assistant - Workforce Development

Position Summary

The Administrative Assistant will provide support to the Director of Workforce Development Programs in assisting in the development and coordination of Workforce Development Program activities, some of which require advanced or specialized knowledge and skills such as database management, inventory management, and specified information-gathering projects. The position coordinates and facilitates meetings, program functions, and/or special events, as appropriate requiring some independent judgment.

The position requires routine communication with Workforce Board members, CEOs, Texas Workforce Commission, Subcontractors, Workforce Development staff, and the general public on a daily basis. In addition, this position provides liaison with the other departments at ETCOG.

This position coordinates specified administrative activities and reporting across multiple organizational units within the Division/organization as well as managing calendars, scheduling meetings, and making travel arrangements for Workforce Development Board Members, CEO Board Members, and staff. This position is responsible for the equipment and supplies of the Workforce Department requiring specialized knowledge and independent judgment for ordering supplies. The Administrative Assistant performs duties in accordance with ETCOG's customer service standards, as expressed in the Customer Service Creed and with a thorough understanding of the overall mission of ETCOG.

DESCRIPTION OF WORK

Administrative Support

Works in close conjunction with the Director of Workforce Development Programs to maintain schedules, arrange business meetings, and generally support daily activities of the Director and other staff as needed. This position provides behind-the-scenes support associated with the Workforce Solutions East Texas Board, CEOs, and respective committees for special events or as appropriate.

This staff member serves as travel coordinator for the Division and arranges attendance to conferences, and seminars or on boards, panels, and committees and related accommodations as appropriate. Processes travel reports from Board members. Serves as Key Operator for Division copy machines and will maintain stocks of supplies as needed.

Agenda Preparation and Filing

Work with the Director and other staff to assemble post and distribute agenda packets for the Workforce Solutions East Texas Board and CEO Board. This will involve the maintenance of distribution lists for each body and adherence to consistent procedures for legal filing.

Meeting Documentation

The Administrative Assistant will prepare minutes of the Workforce Solutions Board and Executive Committee and CEO Board and its Executive Committee. The position will be responsible for electronic recording of the meetings and will maintain central working meeting files in which all agendas, handouts, notes and recordings are stored for future reference. Collects and distributes meeting evaluations by Board members to appropriate staff. Once approved, minutes of the Workforce Solutions East Texas Board will be transmitted to the Texas Workforce Commission.

Document Preparation and Correspondence

Prepares routine correspondence for the Director and maintains correspondence filing system for the Division. The Administrative Assistant performs complex typing assignments in accordance with established procedures.

MINIMUM EDUCATIONAL REQUIREMENTS:

Minimum requirement of an Associate degree in office administration or related field and five years of administrative related work experience is required.

Equivalent combinations of education and experience will be considered.

REQUIRED KNOWLEDGE:

- Knowledge of correct grammar and spelling.
- Knowledge of Microsoft Office Programs - Excel, Word, PowerPoint
- Knowledge of required posting procedures according to the Government Codes for the Open Meetings Act and Public Information.
- Applied knowledge and strict observance of ETCOG's Customer Service Creed.
- Principles, policies, and practices of training, and business writing.
- Principles and practices of public relations and customer service.
- Knowledge of principles of good office communications.
- Knowledge of principles of files management and records maintenance

SKILLS AND ABILITIES:

- Must have the ability to work independently without supervision to accomplish work.
- Ability to multi-task with accuracy.
- Ability to work under pressure and meet deadlines

- Records maintenance skills.
- Organizational and coordinating skills.
- Demonstrated experience working effectively in a public, governmental, and diverse work group and committed to promoting good working relationships.
- Strong interpersonal skills.
- Accurate proofreading skills.
- Valid Texas driver's license, good driving record and dependable transportation for business travel.
- Ability to establish and maintain positive and cooperative working relationships with all levels of ETCOG staff and the general public.
- Ability to exercise appreciable initiative and independent judgment.
- Ability to sit and stand for extended periods while performing job duties.
- Ability to lift, carry, hold, push, and pull a minimum of 35 lbs. of office supplies, file boxes, tables and other equipment.
- Ability to stoop and crouch to retrieve various documents and supplies from a variety of file cabinets and storage.

SALARY INFORMATION:

Position Status: Exempt

Salary Range: \$28,000-\$35,000 per year