

Texas Historical Commission Job Vacancy Notice

Position Title: THGC Executive Assistant
Classification Title: Executive Assistant II
Job Posting Number: 19-26
Salary: \$3,520.00-\$4,633.50/month
Salary Group/Class#: B19/0162
FLSA: Exempt
Opening Date: 2/05/2019
Closing Date: Until filled
Duration: Regular, Full-time
Hours/Week: 40
Work Location Address: 1711 San Jacinto, Suite 204, Austin, TX 78701

JOB OBJECTIVE: Executive Assistant to the THGC Executive Director performing advanced professional support work for the Texas Holocaust and Genocide Commission (THGC). Work involves providing the primary support to the THGC Executive Director with high-level administrative and technical support to the THGC staff. Work under limited supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Executive Assistant to the THGC Executive Director.
2. Provide advanced administrative and technical support to the staff of the THGC.
3. Collaborate in the planning, development, initiatives and implementation of Commission programs.
4. Prepare, edit and distribute correspondence, reports, studies, forms, and documents related to the THGC program.
5. Manage the daily office operations of the commission within Austin headquarters.
6. Maintain THGC Executive Director's calendar. Schedule and make appointments as needed. Provide information to other division and agency staff.
7. Coordinate calendars of staff, schedule and coordinate travel and training requests.
8. Coordinate meeting facilities and travel arrangements for THGC Quarterly meetings and other THGC events as needed.
9. Coordinate development of agendas, motions, minutes, and reports for the THGC Quarterly Meetings.
10. Make travel arrangements and prepare travel approval and reimbursement forms.
11. Develop and implement a comprehensive training manual for incoming commissioners and staff.
12. Serve as the Records and Information Management (RIM) liaison for THGC and is responsible for conducting a monthly and annual inventory of the division's in-house documents and files.
13. Coordinate, prepare, and follow-up on purchase requisitions for the THGC.
14. Facilitate, write, and edit vendor and inter-agency contracts.
15. Assist in the collection, organization, analysis, and preparation of materials in response to requests for program information.
16. Maintain operational and program information on each site and update annually, as needed.
17. Coordinate scheduling, organizing and attendance at special meetings.
18. Assist in aspects of human resource management actions, including preparation of information for hiring and separation of employees, delivery of routine HR information to site and division staff.
19. Assist in budget preparation and monitoring.

20. Assist with the coordination and planning of program meetings, workshops and events, as needed.
21. Participate in agency-wide projects as a representative of the THGC.
22. Develop reports and information on request.
23. Participate in development of THGC plans, goals and objectives.
24. Assist with tracking information for budget performance measures and compile information for agency bi-annual budget.
25. Adhere to established work schedule with regular attendance.
26. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

27. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):

- Graduation from an accredited four-year college or university with a degree in business, public administration, communications, or a related field (one year of work experience related to the essential duties may substitute for one year of college);
- Minimum five years' work experience in executive level and project support work;
- Work experience preparing and analyzing technical program reports;
- Experience developing and maintaining file systems;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 10% of the work period.

PREFER:

- Work experience with purchasing/procurement in the Centralized Accounting and Payroll/Personnel System (CAPPS).
- Experience with Holocaust education programs.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of local, state, and federal laws related to the THGC program area, of public administration and management techniques, of statistical analysis processes, of budget processes, of research techniques, of training and marketing techniques, and of program management processes and techniques;
- Knowledge of Microsoft Office Suite including a working knowledge of Excel;
- Knowledge of general office management, administrative, accounting and clerical procedures;
- Effective verbal and written communication, human relations and organizational skills;
- Skill in the use of general office machines;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Ability to implement new systems and procedures to evaluate efficiency and effectiveness;
- Ability to coordinate the work of coworkers and volunteers to create a cohesive visitor experience;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to train others;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

ENVIRONMENT/PHYSICAL CONDITIONS: Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able work extended periods at a computer and may require working extended hours and some evenings and weekends, as needed.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the Work In Texas website at www.workintexas.com. You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

For New Hires/Rehires: Health insurance is available the 1st of the following month after a 60-day waiting period.

AN EQUAL OPPORTUNITY

AFFIRMATIVE ACTION EMPLOYER