

JOB DESCRIPTION

TITLE: Executive Assistant IV
AGENCY: Credit Union Department - State of Texas
CLASS NUMBER: 0166
SALARY GROUP: B23
REVISED: February 1, 2023
REPORTS TO: Commissioner

GENERAL DESCRIPTION

Serves as an executive assistant for either the Commissioner or Deputy Commissioner to oversee and plan the operations of the agency and direction for the Credit Union Commission. Provides highly responsible administrative support and technical program management for the Department including managing office workloads. Coordinates with executive office staff and field management to ensure the administrative policies and procedures of the agency are carried out. Duties performed within this position require a high degree of confidentiality. Work is performed under the minimal direction of the Commissioner or Deputy Commissioner with latitude for initiative and independent judgment.

CONTACTS

Extensive daily contact (face-to-face, telephone, and in writing) with all levels of management and staff, as well as outside contact with credit unions, other regulatory authorities, the Texas Legislature, and all other contacts of the Commissioner or Deputy Commissioner. Responds to telephone inquiries from the public and legislative offices.

DUTIES AND RESPONSIBILITIES

Assists the Commissioner or Deputy Commissioner in the daily implementation of the Department's policies and procedures:

1. Assists the Commissioner or Deputy Commissioner in major project organization, including compiling and analyzing data, making calculations, and preparing, maintaining, tracking, and disseminating reports.
2. Coordinates and prepares correspondence, reports, studies, forms and documents for the Commissioner or Deputy Commissioner, and for posting on the website as needed.
3. Maintains electronic calendar for the Commissioner or Deputy Commissioner which include department-wide scheduling. Schedules appointments, coordinates meetings and conferences, develops trip itineraries and presentation materials, and coordinates air and ground travel.

4. Assists in preparing documents in proper format for posting to the website.
5. Records and prepares minutes from meetings, as necessary, including Credit Union Commission, Commission Committees, and other meetings.
6. Generates and distributes job assignments as needed and follows-up on projects assigned to staff members for timely submission.
7. Performs limited travel, when necessary.
8. Coordinates or serves as backup coordinator of Credit Union Commission meetings, including compilation and distribution of information, materials, and reports for the Credit Union Commission. Maintains contact with Credit Union Commission members.
9. Performs daily operations including directing daily mail and other assignments to proper personnel. Oversees completion of daily correspondence reports, answers inquiries by telephone, mail, Internet E-mail, etc.; and greet visitors as needed. Schedules conference calls and meetings for executives. Develops, coordinates, and maintains recordkeeping and filing systems for executive documents and information.
10. Oversees and manages the day-to-day activities of staff members as directed by the Commissioner of Deputy Commissioner.

SUPERVISION RECEIVED

Reports to the Commissioner or Deputy Commissioner.

GENERAL QUALIFICATION REQUIREMENTS

- Experience and Education:

At least twelve years of progressive responsible experience in office practices and administrative procedures. A high school diploma or successful completion of the GED is required. Graduation from an accredited four-year college or university may substitute for experience.

- Knowledge, Skills, Abilities:

1. Ability to manage multiple projects and deadlines, handle high-level administrative issues to solve work-related problems, and utilize good judgement and initiative concerning priorities, methods and agency procedures, to accomplish duties.
2. Exceptional verbal and written communications skills as well as outstanding human relations and organizational skills.

3. Ability to establish and maintain effective working relationships with supervisors and co-workers, to deal with the public, and to communicate effectively.
 4. Highly proficient in the use of Internet and personal computers, with ability to operate various software application for word processing, database and spreadsheet design and maintenance, e.g. Microsoft Word, Access, Excel, Power Point, SharePoint.
 5. Knowledge of office management, practices, and procedures; and of applicable rules, regulations, and policies. Some familiarity with legislative practices.
 6. Ability to maintain schedules and coordinate paper flow of Commissioner or Deputy Commissioner.
- Other:
 1. Must possess or obtain within six (6) months a valid Texas driver's license. Satisfactory driving records are required for driving any vehicle to conduct agency business. Final applicants must certify that personally owned vehicles used for agency business have Texas minimum liability coverage and valid state inspection sticker.
 2. Must be able to lift paper and other supplies of up to 20 pounds.
 3. Must satisfy a criminal activity background check.