

**TEXAS BOARD OF PROFESSIONAL ENGINEERS
JOB VACANCY NOTICE
EXECUTIVE ASSISTANT II**

Functional/Working Title:	Executive Assistant
State Classification and Number:	0162 / B 19
Military Occupational Codes:	Army: 15P, 36B 42A, 56M, 68J, 89A, 89B, 92N 92Y; Navy: AZ, RP, YN, YNS, 641X, 741X; Coast Guard: 360, YN, 018; Marine: 0100, 0111, 3372, 0102, 0170, 4430, Air Force: 3A1X1, 0170, 4430
Salary and Salary Group:	\$ 4,633.50 per month
Required Years of Experience:	5 years
Division:	Executive
Review of Job Description & Responsibilities:	Executive Director
Job Posting No.:	460-LSK-091117
Closing Date:	Open Until Filled

Only applicants who are interviewed will receive written notification of non-selection. During the interview process, applicants may be required to perform a computer exercise.

JOB DESCRIPTION AND RESPONSIBILITIES

Provides administrative and technical assistance to the Executive Director (ED) and executive team on day-to-day operations. Is responsible for the preparation and posting of committee and board meeting notices and minutes. Coordination with other governmental agencies, private organizations, Board members and agency employees is critical. Will be responsible for drafting correspondence which will require some basic understanding of administrative and technical matters as requested. Assists with the preparation of legislative reports and communications, Strategic Plan, and other reports as necessary. Is responsible for the coordination and scheduling of agency outreach presentations including webinars. Will also arrange travel for Board members and staff for various meetings and functions. Participates in agency strategic planning and quality improvement teams. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Minimum five years experience in an administrative assistant position; knowledgeable in office practices and procedures, standards and methods.
- Ability to interpret and explain rules, regulations, policies and procedures, as well as understanding technical aspects of manuals and publications.
- Skills necessary to utilize standard office equipment; which include the use of scanning devices and personal computers. Personal computer skills shall include knowledge of standard office software.
- Skilled in planning, preparing, or overseeing the preparation of reports.
- Skilled in coordinating work with other governmental agencies.
- Knowledge of travel coordination and booking.
- Professional, effective verbal communication skills.
- Professional, effective business writing skills.
- Adaptability to performing other duties as assigned.
- Ability to work well under stressful deadlines.

PREFERRED QUALIFICATIONS

To include knowledge and experience in:

- General human resources management actions.
- Budget preparation.
- Effective communication, oral and written to include ability to analyze and solve work related problems.
- Knowledge of Legislative tracking systems.
- Knowledge of webinar and presentation systems.

EXPECTATIONS

Work is expected to be performed under moderate supervision with limited latitude for the use of initiative and independent judgment. Attends work on a regular and predictable schedule in accordance with agency leave policy.

EDUCATION

Graduation from an accredited four-year college or university with major course work in business public administration, or other relevant area preferred. Experience may substitute for education.

OTHER

TBPE is an Equal Employment Opportunity Employer. The Board does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status in employment or in its activities. Minorities, veterans, and disabled applicants are encouraged to apply.

The selected applicant must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

IMPORTANT NOTE TO ALL APPLICATIONS: Only applicants scheduled for interviews will be contacted. Should you be contacted for an interview and require reasonable accommodation, please inform the scheduling representative of such accommodation.

HOW TO APPLY

Submit a completed official State of Texas Employment Application Form, Applicant EEO Data Form with original signature to TBPE Attn: Human Resources 1917 S IH 35 Austin, Texas 78741-3702. Applications that are incomplete and or hand-written, double-sided will not be considered. Resumes are optional and may be included with the official State of Texas Employment Application Form, but not in lieu of the form.