



Position Description

PCN	08-0219
JOB TITLE	AEA EXECUTIVE ASSISTANT
LOCATION	ANCHORAGE
RANGE	16/18
REPORTS TO	EXECUTIVE DIRECTOR 08-0208
FLSA EXEMPT	No
REVIEWED BY (NAME AND DATE)	LINDA SENN JUNE 2020
APPROVED BY (NAME AND DATE)	CURTIS THAYER JUNE 2020
EFFECTIVE DATE	7/1/2020

POSITION PURPOSE:

Provides executive support services to the Executive Director, Board members and other management positions.

ESSENTIAL FUNCTIONS:

- Maintains strict confidentiality of sensitive information, ensuring that such information is not disclosed to those who do not have a business need or a legal right to know such information.
- Provides utility meetings support for the BPMC and the IMC including creation of the agenda and distribution of meeting packets; coordinates utility meetings; produces official minutes and resolutions of the meetings.
- Provides board meeting support including creation of the agenda and distribution of board packets; coordinates board meetings; produces official minutes and resolutions of the meetings.
- Edit documents and reports for completeness, consistency, and clarity. Finalize documents for Executive Director's signature and prepares for disbursement. Provide quality control review of documents on agency letterhead. Provides administrative reviews and assists on outgoing correspondence prepared throughout AEA.
- Makes travel reservations for the Executive Director and management after obtaining the proper approvals.
- Keeps AEA website up to date with meetings notices, program fact sheets, public resources, and current news.
- Creates and submits regulation change paperwork to the Department of Law.

- Serves as the Agency point of contact for historical board and utility meetings for the secretary/treasurer of the agency.
- Provides, secures, and/or negotiates for the administrative resources and services necessary for the operation of the Authority.
- Advises on administrative processes; analyzes and proposes alternative courses of action if necessary. Develops and/or oversees the development and maintenance of internal procedures for administrative functions.
- Serves as the Agency point of contact and coordinator for public records requests. Acts as liaison, on behalf of Executive Director, to the public, legislators, and other state and federal agencies.
- Performs information research and data gathering in support of executive level decisions and management processes.
- Ensures information coordination to preserve institutional knowledge. Develops, plans, and makes recommendations to meet current and future archives and records management needs. Performs records management work such as devising records retention schedules or assisting in records management systems.
- Plans, develops and/or supervises the development and maintenance of internal document control forms and procedures to capture data and maintain historical knowledge.
- Performs library research, including identification of data resources, documenting and cataloguing for retrieval.
- Other duties as assigned.

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS:

While performing the duties of this job, the employee is frequently required to sit; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TECHNOLOGY, EQUIPMENT, SYSTEMS, AND TOOLS

Requires basic skills in word processing, database software, email and general office equipment.

CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of AEA programs, by-laws, regulations, Alaska statutes, Alaska Administrative Code.
- Knowledge of state legislative process.

- Skills in typing (approximately 60wpm), proofreading, phone etiquette and multi-tasking. Proficient use of computer information systems and standard business software including MS Office.
- Ability to prepare comprehensive summaries of reports and correspondence; compose letters and/or reports independently from oral and written instructions.
- Knowledge of how to comprehend and act on oral and written directions with minimum explanation. Must be able to function with a high degree of confidentiality and independence.
- Ability to work cooperatively and effectively with various state agencies, public, and financial institutions.

DESIRED QUALIFICATIONS:

Bachelor's degree in Business Administration, Communication, or a related field strongly preferred. A minimum of four years of administrative experience with at least one year of experience providing advanced level administrative support required.

DISTINGUISHING CHARACTERISTICS: (FROM SIMILAR HIGHER OR LOWER POSITIONS IN THE SAME CLASS)

All levels are expected to perform assignments independently at a full working level with direction available from higher level managers for non-routine, problematic or sensitive situations.

- Range 18: At a range 18, all duties are performed with a high degree of independence and is distinguished by the responsibilities imposed, complexity, sensitivity, variety, scope of work, and decision-making authority.