

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Executive Assistant/Correspondence

Position Number: 13203

Location: Helena

Department: Transportation

Division and Bureau: Director's Office

Section and Unit: n/a

Job Overview:

The Executive Assistant/Correspondence position performs a variety of executive administrative duties for the Directors Office and MDT Administrative Staff; professional public relations duties; and provides professional assistance to the Director's office, other professional staff, and consultants. Duties include taking a proactive approach to developing, editing, and producing a variety of correspondence, publications, and statewide materials; and performing a variety of other duties as assigned by the Director, Deputy Director, and Chief Operations Officer. This position serves as the initial point of contact for the Director's Office, professionally communicating and representing MDT. This position reports to the Public Information Officer and does not supervise others.

Essential Functions (Major Duties or Responsibilities):

Public Relations and Communications - 70%

- Develops, produces, edits and tracks Director's Office and Administrative Staff correspondence, online comments and other materials to publicize and promotes transparency and accountability of objectives and activities of MDT. Drafting responses to inquiries from the public and other public statements; editing language, content, and layout of publications and correspondence; and providing communications technical assistance/guidance to staff, administrators, and members of the public.
- Responsible for all responses to statewide online comments. Will work with subject matter experts or Administrators to gather information for responses. Drafts correspondence, and other public statements for the Director's Office (including the Director, Deputy Director, Chief Operating Officer, Division Administrators, districts and others) to ensure that division

activities, and correspondence positions on various issues are consistent, appropriately presented and communicated. Refers incoming media inquiries to the Public Information Officer.

- Edits language, content, and layout of publications, newsletters, and online content to ensure accurate, complete, relevant, and consistent information and data are presented.
- Responds to inquiries from public and private sources regarding the Director's office, refers inquiries to the appropriate parties, and/or research additional information as necessary to provide accurate, complete, and timely responses. Provides assistance/guidance to staff and members of the public on state, program operations, ongoing projects, etc.
- Performs research in support of office positions, and projects to support the Director and staff in the management of the agency. Conducts special projects as instructed by the Director, Deputy Director, and Chief Operations Officer to gather facts regarding issues and to identify and recommend resolution.
- Uses systems and procedures to track and ensure completion of commitments, correspondence, and other directives issued by the Director Office, District offices and other office staff. Responds to inquiries and coordinates with the appropriate subject matter experts drafting, editing and rewriting department position statements, coordinating responses with the public, and keeping the Director and staff informed of significant issues.
- Will work with office staff and Communications Team with development, review, and production of informational and educational materials. Provide pertinent, current, and technically accurate information to program constituents, department staff, and the public. Reviews and edits materials submitted by MDT's Media Consultants and Consultant Design to ensure consistent messaging for all MDT related projects and branding standards.
- Will support the Transportation Secretary with Commission responsibilities. Provide back up support if the Transportation Secretary is unavailable. Coordinate information exchange, maintain effective relationships, conduct research, and gather information, and facilitating meetings and correspondence. Facilitate bi-monthly agendas, distribution of materials related to bid awards, and attend meetings with the Commission. Assist with special projects or emergency issues for the department. Disseminate Commission actions, bid awards to District Administrators, Administrative Staff and Executive Staff.

Office Administration - 20%

This position provides a range of administrative functions in support of office operations. Schedule daily appointments and coordinate statewide meetings for the Director, Deputy Director, Chief Operations Officer, Administrators, Districts, and other office staff. Develop and establish electronic and manual records management systems; provide technical computer support for Director's Office staff; make travel arrangements for Directors Office and agency staff; overseeing the arrangement of county and statewide meetings, conferences, and seminars.

Other Duties – 10%

Performs a variety of other duties and activities as assigned by the supervisor or Director's Office staff in support of the Department mission and objectives. This may include word processing and accounting technician duties as necessary in support of multiple divisions. Editing and finalizing a variety of documents; and assisting with vendor payments and reallocations for the Director's Office.

Supervision

The number of employees supervised is: 0

The position number for each supervised employee is: n/a

Physical and Environmental Demands:

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Occasional travel by automobile
- Operating a personal computer
- Work is performed in a fast paced, high profile setting
- Contact on a daily basis is with the general public, all levels of elected government officials, congressional aides, other agencies, MDT Administrators and staff.
- Communicate in writing, in person and over the phone
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet all deadlines; including inflexible deadlines
- Comparing data
- Making decisions in a timely manner
- Compiling, analyzing, coordinating, and synthesizing information

Knowledge, Skills and Abilities (Behaviors):

This work requires advanced knowledge of the principles and practices of public administration; technical business writing; principles of communications and public relations; office management; research and documentation methods and techniques; legislative processes; Montana statutes; department rules, regulations, policies, and procedures; public transportation, safety, and technology issues at the state and federal levels; and supply and equipment procurement procedures and processes.

Requires skill in researching; synthesizing information from diverse sources into integrated reports and recommendations; organizing multiple projects within short and/or inflexible timelines; and skill in the operation of a personal computer, spreadsheets, word processing software, agency and state computer applications, and the Internet.

Requires the ability to research and interpret complex data; exercise judgment and problem-solving competencies in responding to complex or controversial inquiries; develop, plan, and write reports on a variety of topics including personnel, transportation, and safety issues; interpret and solve problems on a daily basis; prioritize projects; develop and maintain effective working relationships with a variety of individuals and agencies; assess complex issues and determine their impacts on public transportation and safety as well as program operations and activities; and communicate effectively verbally and in writing.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor’s Degree in Communications, English, Public Relations, Business Administration, or a related field.

This position requires a minimum of 2 years of experience in administrative support functions for high level managers, office management, correspondence development, editing, or other related experience.

Certifications, licensure, or other credentials include: n/a

Alternative qualifications include: Combinations of additional related work experience and education equivalent to the minimum qualifications may be considered.

Special Requirements:

List any other special required information for this position

- | | |
|--|---|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver’s license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |
| none Union Code | Safety Responsibilities |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

Revision Date: 01/2022

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Public Relations Specialist **Job Code Number:** I33012 **Level:** 2

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- | | |
|---|--|
| <input type="checkbox"/> FLSA Exempt | <input checked="" type="checkbox"/> FLSA Non-Exempt |
| <input type="checkbox"/> Telework Available | <input type="checkbox"/> Telework Not Available |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

Human Resources:

Signature	Title	Date
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