

Tennessee Department of Finance & Administration – Office of the State Architect

Administrative Assistant/Office Manager (AA 3)

Salary Range: \$2,769-\$4,431

Organization and Position Description

The Office of the State Architect (OSA), administratively attached to the Department of Finance and Administration, has primary staff responsibilities for the capital and real estate items under the authority of the State Building Commission (SBC) and other associated commissions. OSA provides staff support for administration of these commissions and provides support and oversight to the various agencies and institutions throughout the state in their day to day operations to carry out the items approved by the SBC. The Administrative Assistant/Office Manager is an integral role within the office and reports directly to the State Architect. Other roles within the office are the Assistant State Architect, Director of Compliance and associated support staff.

At the direction of the State Architect, the Administrative Assistant/Office Manager is responsible for:

- General office operations including communications, meeting scheduling, electronic and paper file maintenance, and time reporting.
- Public meeting operations including coordinating member and other schedules; compiling, editing, distributing and publishing agendas; recording, transcribing and posting minutes; and coordinating technology needs.

Specific Responsibilities

- General Office
 - Main point of contact for the office via email and phone
 - Meetings scheduling and coordination for individuals and conference room use
 - Maintain website information including policies, contracts and other items
 - Coordinate vendor requests for solicitation information
 - Create and edit forms, publications, and other documents
 - Maintain server file management and paper file management
 - Report and approve all leave and time
 - Maintain office supply inventory
- State Building Commission and Executive Subcommittee
 - Compile and distribute agenda drafts for review meetings
 - Post meeting agendas and provide public notice of meetings
 - Coordinate member and presenter attendance at meetings
 - Coordinate technology needs
 - Record, transcribe and post official meeting minutes
- State Capitol Commission
 - Maintain membership information
 - Coordinate business items with the Department of General Services
 - Schedule meetings and coordinate attendees
 - Record, transcribe and post official meeting minutes
- Capital Projects
 - Maintain project records including assignment of new project numbers
 - Assist in approval actions for items not delegated to procurement agencies
 - Coordinate, compile and distribute designer selection information
- Other items
 - Manage designer registration process
 - Manage contractor registration process (future)
 - Coordinate SharePoint usage and maintenance
 - Create and prepare presentations for community events, legislative hearings and other meetings

General Work Activities

- Edits and maintains a variety of standard records and reports to provide updated information.
- Schedules travel arrangements, processes approvals, and reconciles costs upon completion of travel.
- Maintains calendar of the scheduled meetings.
- Prepares draft correspondence.
- Performs a variety of general staff administrative duties to support program operations.
- Reviews documents in order to ensure accuracy, completeness, and adherence to standards.
- Reviews work of others to determine if requirements are met.
- Maintains working relationships with general public, persons in other state departments and divisions, officials, and entities in the day-to-day operations of the office.
- Acts as a liaison with executives' offices such as Governor's Office, departmental staff, Constitutional offices, local/state/federal agencies, outside organizations and groups, courts, and other entities in gaining and giving information.
- Utilizes appropriate computer programs to accomplish administrative activities.
- Gauges daily, weekly, monthly, etc. workload of the office and plans accordingly.
- Monitors time in Edison to ensure employees have entered time correctly and supervisors have approved all exceptions.
- Monitors inventory of supplies to ensure adequate materials are available.
- Gathers information on inquires by email, phone, or in person.
- Participates in training to keep current with job requirements.

Position Requirements

- Excellent writing skills
- Ability to work quickly and expertly on deadline
- Strong attention to detail
- Research skills
- Ability to work effectively with diverse groups and people
- Ability to meet deadlines and manage multiple projects at one time
- Strong team player, willing to work in a collaborative environment
- Computer proficiency in Microsoft Office and Adobe Acrobat Pro
- Experience in communications, public relations, or a related field
- Strong verbal and written communications skills
- General knowledge of real estate and construction industries preferred
- General knowledge of parliamentary procedures preferred

Formal Education and Experience

- Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of increasingly responsible full-time professional staff experience.
- Substitution of Education for Experience: Additional graduate coursework in public or business administration or other acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years.
- Substitution of Experience for Education: Qualifying full-time increasingly responsible sub professional experience, paraprofessional or professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Knowledge, Skills & Abilities

- Competencies
 - Organizing
 - Planning
 - Informing
 - Action Oriented
 - Comfort around Higher Management
 - Dealing with Ambiguity
 - Learning on the Fly
 - Written Communications
 - Customer Focus
 - Self-Development
 - Ethics and Values
 - Integrity and Trust
- Knowledge
 - Clerical
 - Communications and Media
 - Customer and Personal Service
- Skills
 - Active Learning
 - Active Listening
 - Monitoring
 - Reading Comprehension
 - Time Management
- Abilities
 - Written Comprehension
 - Written Expression
 - Speech Clarity
 - Speech Recognition
- Tools and Equipment Used
 - Personal Computer
 - Telephone
 - Printer
 - Scanner
 - Copy Machine
 - Calculator

Comprehensive benefits package includes individual and family plans for medical, dental, vision and short-term disability coverage. State match is available for 401K participants, immediate accrual for annual and sick leave.

If you qualify, please submit your resume, cover letter, and salary requirements by September 22, 2016 to:
cathy.bastoky@tn.gov or F&A – Human Resource Office, Attn: Cathy Bastoky, 312 Rosa Parks Blvd, Suite 2000, Tennessee Tower, Nashville, TN 37243.

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