

TEXAS BOARD OF ARCHITECTURAL EXAMINERS (TBAE)
JOB ANNOUNCEMENT
Executive Assistant III

State Job Title:	Executive Assistant III	Closing Date:	March 27, 2024
Classification/Group	0164/B21	FLSA Status	Non-Exempt
Posting Number:	FY2024-03	Schedule:	Full-Time
Reports to:	Executive Director	Division:	Administration
Annual Salary:	\$68,000	Travel	5%

GENERAL DESCRIPTION

Performs advanced (senior-level) professional assistance work for the Executive Director and Members of the Texas Board of Architectural Examiners. Will be responsible for a wide range of administrative and executive support related tasks and must be able to work under limited supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

Provides assistance to the Executive Director

1. Coordinates calendars, meetings, and conferences; develops trip itineraries and handout materials for presentations.
2. Facilitates communication and collaboration with stakeholders, including other government agencies, officials, national bodies, and professional organizations.
3. Assists Executive Director with preparation for Board meetings, speaking engagements, legislative committee meetings, hearings, etc.
4. Schedules and coordinates staff meetings.
5. Assists in planning and coordinating agency events and other gatherings.
6. Prepares and/or proofs for accuracy various documents, including correspondence, memos, meeting notices and agendas, charts, presentation slides, handouts, forms, and spreadsheets.
7. Coordinates tasks and assignments for staff, ensuring appropriate collaboration and timely completion.
8. Greets visitors, answers and screens phone calls, takes messages, and sets up conference calls for Executive Director.
9. Assists the Executive Director in developing and revising administrative policies, procedures, standards, and methods, and provides guidance and interpretation on policies and procedures.
10. Maintains and manages the review and revision of agency policies and procedures.
11. Communicates objectives, tasks, and decisions to staff on behalf of the Executive Director.
12. Acts as agency Records Management Officer; manages and maintains records retention schedule; assists staff in managing agency records and ensuring lawful destruction of records according to approved policy; serves as liaison to the Texas State Library.
13. Acts as agency Public Information Officer; coordinates agency's responses to public information requests and maintains PIR log; collaborates with General Counsel to analyze potential exceptions to public information requirements and submit requests to the attorney general's office.

Board Meetings

14. Leads planning for board meetings by developing timelines and deadlines for submission of materials.
15. Assembles materials and prepares board meeting notebooks; reviews and proof-reads materials to ensure they are complete and free of errors; distributes and ensures publication of the notebook as appropriate.
16. Coordinates logistics for board and committee meetings including room reservations; set up and breakdown of meeting supplies, signage, and documentation; guest identification; and catering services, if needed.
17. Plans and organizes meeting agendas with the Executive Director and General Counsel; keeps board meeting and member information updated on website, and posts agenda to website and the Texas Register in accordance with the Open Meetings Act.

Travel

18. Coordinates travel for the Executive Director and Board members; provides assistance to other staff as needed to ensure compliance with travel policies and rules.
19. Coordinates with the accounting department to follow travel policies and rules.

20. Prepares exception and preauthorization memos.
21. Makes all travel arrangements for board meetings and communicates travel information to Board members.
22. Identifies best value hotel and airlines rates in accordance with purchasing requirements.
23. Makes group travel arrangements as requested.
24. Completes expense and mileage reports for the Executive Director and Board members; collaborates with accounting to process travel reimbursements.
25. Follow up with staff and Board members to ensure travel reimbursements are processed in a timely manner.

Office

26. Provides back-up phone monitoring as needed.
27. Acts as contact for facilities requests and communications.
28. Coordinates with accounting to ensure appropriate supplies of office materials.
29. Performs related work as required.

MINIMUM QUALIFICATIONS

1. Previous experience in management of governmental records and public information requests required.
2. Graduation from an accredited four-year college or university.

KNOWLEDGE, SKILLS & ABILITIES (KSAs)

1. Knowledge of accepted business practices and procedures; applicable laws rules, regulations, and policies, including those related to government travel, open meetings, records management, and public information; and related legislative and legal practices and procedures.
2. Ability to effectively manage calendars, schedules, and prioritize tasks.
3. Strong written and verbal communication skills for producing reports, business correspondence, and procedure manuals and interacting with state officials, staff, and external stakeholders.
4. Efficiently manage time and resources to meet deadlines and handle multiple tasks simultaneously.
5. Ensure accuracy in documents, correspondence, and data entry.
6. Ability to work collaboratively with diverse teams and individuals.
7. Capacity to anticipate and resolve issues proactively, including identifying alternatives and making recommendations.
8. Flexibility to adjust to changing priorities, procedures, and environments.
9. Ability to coordinate projects, including planning, tracking progress, and ensuring deliverables are met.
10. Skill in use of standard office equipment and software.
11. Ability to handle high-level administrative issues; to analyze and solve work-related problems; and to provide guidance to others.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; stand; climb stairs; sit; use hands to use or handle office tools and equipment, including telephone and computer; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to XX pounds. Specific vision abilities required by this job include ability to adjust focus for work with computers and peripheral vision and depth perception for driving.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment is non-smoking. While performing the duties of this job, the employee is constantly exposed to computer and telephone equipment, telephone and printer noise, busy environment with many interruptions

and is occasionally exposed to outside weather conditions. The noise level is usually moderate. Some travel will be required for outreach programs, meetings, and training.

SCHEDULE

Work hours are Monday through Friday 8:00 a.m. – 5:00 p.m. May be required to work additional hours including evenings or weekends. Up to 5% travel may be required.