

**Educational Communications Board**  
**Executive Staff Assistant Position Description**  
**Classification Number: 07210**  
**Position Number: 311574**

**Position Summary**

This position serves as the administrative assistant to the agency's executive staff and the members of the Educational Communications Board, with a thorough knowledge of the board's policies, the related state statutes and the overall operation and responsibilities of the agency. It is a confidential position involved in highly sensitive issues for the board and executive office. This position also provides support to finance and engineering staff.

**Goals and Worker Activities**

**30% A. Provide administrative services for the executive staff.**

A1. Screen, evaluate and prioritize written communications, email, inquiries, and reports addressed to the executive offices. Compile supporting information for executive review and determine appropriate follow-up. Monitor response deadlines to ensure that they are met. Note: Communications (including resolutions, proposals, reports, and correspondence) are often sensitive, confidential and/or policy related and should be handled appropriately.

A2. Serve as liaison with staff, legislators, Governor's office, other state agencies and public.

A3. Compose or review and edit correspondence prepared by other staff for the executive director's signature so that it is consistent with agency policies and director's style. Provide the executive director with status reports when the director is away from headquarters office. Disseminate executive directives and information to ECB staff when requested.

A4. Make travel arrangements, reconcile purchasing card receipts and expense reports, maintain calendars (including de-conflicting and rescheduling appointments when necessary) and ensure that appropriate materials are ready for meetings.

A5. Assist agency staff and legal counsel in the preparation of public broadcasting licensee ownership reports to be filed with the Federal Communications Commission. This includes maintaining the current board members list, identification of their constituent group, term of membership, addresses and other required information. Serve as backup for electronic posting of completed reports in the FCC's online Public File.

A6. Organize and update documents online where required (e.g. Sharepoint agency files, ecb.org, agency intranet, FCC.org, publicmeetings.wi.gov) as new versions become available. Stay up to date regarding ECB SharePoint sites and cloud-based filing best practices.

**20% B. Board Administrative Support**

B1. Prepare and mail/email agendas and materials for meetings of the ECB board and its committees. Manage, implement and coordinate all meeting arrangements for the board and its committees, including hotel reservations, meals, etc. Coordinate agenda items from staff for meetings. Physically and electronically post all required meeting notices prior to each meeting. Update board information and relevant content on ecb.org website.

B2. Attend all meetings, take attendance and roll call votes. Initiate action to carry out directives contained in motions, resolutions and requests of the board. Manage video conferencing software. Transcribe board and committee meeting minutes within 30 days.

**30% C. Management Administrative Support**

C1. Provide program assistance and general clerical support for the administrative and finance staff, engineering division, education and corporate underwriting units as required. Develop and maintain information files (both electronic and paper) as required to support management staff.

C2. Organize and facilitate in-person, virtual and hybrid meetings. Tech-check audio-visual resources regularly and in advance of meetings; prepare virtual breakout rooms if required; record and share archived meetings as requested.

C3. Assist agency staff with travel and event planning. Prepare registrations and itineraries, reserve facilities, and track expenses. Assist with itineraries and agendas.

C4. Manage purchasing functions for the agency such as office supplies, safety and hygiene resources, and small equipment. Coordinate copier maintenance when needed.

C5. Serve as the agency's fleet manager; maintain mileage and service logs for ECB fleet vehicles and coordinate vehicle service with ECB staff and fleet replacement with DOA.

C6. Serve as the records officer for the agency. Work with designated Records Coordinators from Finance and Engineering to maintain agency files and retention schedules. Bundle and arrange storage and destruction of paper documents according to Records Disposition Authority at the State Records Center and in STAR. Attend Records Officer trainings offered by the State and keep the administration team updated on records retention issues. Serve as agency's point of contact for Records Management.

C7. Support ECB's finance office. Assist with annual financial audit. Open all invoices and other financial mail received at the agency. Scan papers received and save files to specified locations on SharePoint. Track paper utility invoices using an established spreadsheet. Notify finance staff of all invoices. Mail finance documents as needed.

C9. Provide assistance with recruitment activities for the agency including tasks such as posting and tracking job announcements online, scheduling candidate interviews, arranging travel and preparing correspondence on request.

C10. Track and report FCC mandated EEO compliance. Scheduling related travel, event attendance, and Board member information questionnaires.

**5% D. Provide support to Administrator, Wisconsin Public Broadcasting Foundation**

D1. Assist in the preparation of foundation invoices, checks and other documents. Serve as courier for documents requiring signatures when necessary.

D2. Organize and file relevant records related to C1. Ensure records are available as necessary for administration and audit.

**15% E. Other duties as required and assigned**

E1. Responsible for scheduling conference rooms and for maintaining electronic calendars. Coordinate other scheduling needs such as fleet cars and computers for check-out.

E2. Serve as headquarter building liaison with the Department of Administration. Attend tenant meetings; enter and coordinate work orders.

E3. Answer the main telephone and office doorbell.

E4. Work with Capitol Police to issue agency parking stickers and daily permits for ECB staff and guests for the parking lot at the Wisconsin Public Broadcasting Center.

E5. Procure state ID cards/security passes for employees as needed.

E6. Sort the agency's daily incoming mail and assure the outgoing mail is processed in a timely manner. Assist with package deliveries as needed.

E7. Attend to incidental and reasonable assignments from agency leadership.

**Knowledge, Skills and Abilities Required**

1. Ability to work independently and self-directed, to find problems and solutions, exercise follow-through and take personal accountability for performance
2. Ability to work collaboratively and communicate effectively and professionally with stakeholders.
3. Knowledge of and proficiency with the conventions of English spelling, grammar and punctuation
4. Ability to provide clear, helpful and productive communication, and to write and edit text as appropriate for business purposes
5. Ability to provide calm and resourceful responses when challenges occur; when schedules are unexpectedly disrupted; and under tight deadlines
6. Ability to accept direction and feedback from supervisors, colleagues and partners, and to respond professionally to them.
7. High proficiency with SharePoint and Microsoft Office 365 products
8. Ability to follow job aids in order to complete electronic processes
9. Ability to effectively create presentations, draft communications, and run hybrid meetings.
10. Ability to adapt to workplace and technological changes

**Special Requirements**

1. Ability to work at a computer for extended periods of time
2. Be present during state business hours (7:45AM – 4:30PM weekdays – Requirement does not apply to the 45-minute provided lunch break)