

**Position Description
Cover Sheet**

In order to make an objective and accurate evaluation of a position, it is very important that the position description (PD) contain relevant data. Therefore, please provide all information requested and forward this form through the division dean to the Human Resources Office for classification.

Title: Executive Assistant to the General Counsel

Division/department; Office of General Counsel

Campus: La Plata

Check one: New PD _____ Revised PD X _____ No changes to PD _____

Please identify any similar positions already established within the department

Reports to _____ Date _____
(Signature)

Approval _____ Date _____
(Signature - Second-Level Supervisor)

Approval _____ Date _____
(Signature - Dean or President)

Account code(s) _____

Work schedule 40 hours a week – M-F 8:00 – 5:00 pm (or equivalent)

FOR HUMAN RESOURCES DEPARTMENT USE:

Position number _____ Grade _____

Statistical group _____

Exempt / Non-exempt _____ Date _____

Requires Financial Disclosure Statement _____

If the employee's primary position is EXEMPT, there are no limitations for working in a secondary position. If the primary position is NON-EXEMPT, the following rules apply:

1. The employee cannot hold credit or credit-free part-time faculty positions unless a special exception is made by the division dean.
2. The employee must record the total combined hours worked on the system-generated time sheet which is distributed each pay period. The employee is responsible for obtaining the signatures of both supervisors on this time sheet.
3. The employee's total combined hours worked for all positions should not exceed 40 hours in a workweek.

POSITION DESCRIPTION FOR: Executive Assistant to the Vice President and General Counsel

1. Core Responsibilities: Prioritize tasks and responsibilities and summarize them below.

The executive assistant manages the GCO area-wide office, is responsible for all administrative duties within that office, and provides legal secretarial support for the General Counsel. The position reports to the General Counsel but also works closely with and provides administrative support for the Executive Director of Public Safety (PSD) and the Executive Director of Risk Management & Compliance (RMC)

30% - Responsible for administrative support for the GCO division. Coordinates activities of the GCO departments and functions (HRD, PSD and RMC). Works with PSD and RMC on special projects (e.g. key access forms and key inventory and tracking system). Provides initial overview, orientation, and practical guidance and introduction to the college and the division for new direct reports. Provides training and assistance to PSD Executive Director and coordinators on cost center functions and their duties and responsibilities. Keeps in close contact with GCO Vice President and executive directors on deadlines for reports (including regulatory reports), budgets, merit appraisals and other items as needed. Assists in maintaining and updating web pages and links for GCO and PSD.

Maintains correspondence logs, processes and prioritizes all incoming mail, maintains office functions and handles problems and referral of issues during the absence of the general counsel or public safety executive director. Type correspondence and reports, drafts routine correspondence for signature, screens inquiries and answers some policy related questions. Coordinates appointments and schedules meetings, makes travel arrangements as necessary, and monitors inventory of office supplies for GCO and PSD and orders and maintains office supplies. Organizes and maintains filing systems to include: general files, personnel files, President's Council packets, Board of Trustees packets, cost center books, various publications (e.g. FERPA and Maryland Employment Law Letter) and committee notebooks. Develops and maintains GCO web pages. Responsible for the records management program of GCO division office and PSD, including coordinating the confidential disposal of documents as scheduled.

30% - Responsible for legal and policy administrative support for the General Counsel. Utilizes and/or maintains databases related to board policies, administrative policies, correspondence, legal actions/complaints, and cost centers. Generates reports and queries from same. Creates, maintains and updates internet/intranet pages for Administrative Manual. Publicizes revised and new policies as may be required using Everyone Emails and the Friday Report. Performs some legal research, to include obtaining and monitoring the status of Federal and state legislation, regulations, cases based upon provided citations and other research for particular issues as assigned using periodicals, library, public records, and offices. Prepares legal documents and necessary correspondence for filing with courts and agencies. Compiles, reviews, and organizes documents for litigation, administrative charges and meetings, as appropriate. Creates and maintains pleading, correspondence and documents files for suits and claims. Assists with

projects by conducting factual research and data analysis as directed; compiles data and facts independently from various sources. Composes PowerPoint presentations incorporating graphics as necessary.

40% - Responsible for budget, cost center management, and procurement processing and review for GCO and PSD cost centers. Maintains Excel spreadsheets as shadow record-keeping for GCO and PSD cost centers. Monitors all cost center object lines and pooled accounts throughout the fiscal year and maintains electronic folders for same. Makes necessary adjustments and corrections to budgets. Uses Colleague and spreadsheets to reconcile accounts for GCO and PSD. Coordinates end of fiscal year expenditures. Formulates projections and advises on available resources. Assists General Counsel and Public Safety Executive Director during the preparation of the budgets for their cost centers and approval of budgets. Generates and monitors purchase orders.

Other duties as may be assigned.

2. Education/Knowledge Required: Specify required degrees, experience, special skills and abilities necessary for satisfactory performance.

- Associates degree required (or equivalent).
- At least five (5) years' experience in an administrative support capacity. Three (3) years' experience providing executive level administrative support preferred.
- Minimum of three (3) years office management experience during which the candidate had primary responsibility for the organization and daily operation of the office including the monitoring of fiscal records.
- Proficiency in Microsoft Office Suite, Excel spreadsheets, current operating systems and current web browsers, web posting.
- Excellent knowledge of rules of grammar and punctuation; excellent spelling ability.
- Proficiency in proofing and editing documents and correspondence.
- Excellent interpersonal and communication skills.
- Excellent organizational skills and an ability to function independently.
- High degree of integrity and confidentiality.
- Capacity and willingness to accept duties with initiative and resourcefulness.
- Previous experience and/or training as a legal secretary, legal assistant, paralegal, or knowledge of legal, legislative research and documents preferred.
- Basic knowledge of web page development preferred.
- Demonstrated skill with budget preparation and management.
- Ability to analyze data and prepare reports (e.g. cost center projections, help with work schedules, key inventory, etc.)
- Demonstrated ability to interact positively with a broad range of constituents including the President, Board members and college staff and faculty.

- 3. Supervision:** List all position titles reporting directly to this position, full-time or part-time. Include student assistants and part-time faculty supervised in a typical semester.

None.

- 4. Contacts:** Identify contacts required within and outside the college, and purpose of contacts. (Example: Contacts vendors for supplies and materials; or meets with tri-county public and private employers to determine training needs)

Contacts with Board of Trustees, President, Vice Presidents, division heads, directors and all levels of college personnel to coordinate meetings, obtain information, coordinate work flows and provide information.

Contacts with opposing counsel and claimants against the college regarding alleged incidents, disputes and/or litigation or claims.

Contacts with independent contractors, government agencies, other institutions of higher education and legal counsel.

The incumbent must exercise good discretion and know when to answer questions and when to refer them to the General Counsel or to others.

- 5. Guidelines/Procedures/Regulations:** Identify guidelines, procedures, instructions, regulations and laws within which the position functions. Be specific.

All college policies and procedures including Administrative Manual, Board Policy Manual, and Faculty Handbook
CSM Style Manual
The Bluebook, A Uniform System of Citation
Family Education Right to Privacy Act, as amended.
HIPAA – (familiarity)
EEOC – (familiarity)

- 6. Communications:** Please describe the written and verbal skills required for the position.

The position requires the ability to communicate effectively to various groups, both internal and external to the college. The position requires an even temperament in frequently stressful circumstances and the employee must maintain discretion, tact and professionalism at all times.

Audiences include: Board of Trustees, President's Office and their contacts and Employees, Vice Presidents, faculty and staff.

High level of written and oral communications while not disclosing highly confidential information is required. Confidentiality is mandatory.

Frequently required to draft formal letters, emails and presentations to outside government agencies, attorneys, and various levels of employees.

7. Role Complexity:

Excellent planning skills and ability to prioritize varied and complex assignments are required. This position requires a high level of multi-tasking, with the need to switch tasks based on priorities, to ensure daily operations of the division as well as effective support for PSD and the RMC office. Every day is different.

This position is required to review all documents coming to the attention of the VP and General Counsel for accuracy and completeness. The employee is the gatekeeper for the VP and General Counsel and often reviews incoming correspondence and recommends appropriate responses based on policies and practices. The employee occasionally is expected to address routine inquiries and concerns reported to the General Counsel's office.

8. Creativity & Innovation:

This person should be an "idea" person to help the VP and General Counsel and other directors with an objective view of doing business and dealing with the public in a positive light. Individual should contribute to continuous process improvement in the GCO division.

Position requires creativity and innovation, leading to the development of new ideas and changes to existing policies, procedures, etc.

9. Impact:

This person has a direct impact on the perception of internal and external constituencies. Serves as the first point of contact with the office of the General Counsel and requests for assistance or to report emergency or other critical incident situations.

Major contributions to external and internal relations, outreach and support.

10 Fiscal Responsibility: Describe the fiscal responsibility. Include total dollars that the position directly controls.

Position will manage purchasing orders and requisitions and provide cost center reconciliation activities for the General Counsel Office and the Public Safety Department. Cost center

manager for PSD budget - \$977,500 and GCO budget - \$1,104,000 and provides significant assistance in preparing budgets for annual budgeting cycle. Must be proficient in Colleague and Excel to maintain, monitor and reconcile budgets. Monitors HRD budget.

Other fiscal responsibilities as assigned.

11. Physical Working Environment: Describe the physical working environment and list any hazardous and toxic substances used in the performance of duties.

Fast-paced Office environment with frequent deadlines and interruptions. Workload can be significant.