

Alabama Governor's Office of Volunteer Services

Alabama State Service Commission

Executive Assistant/Office Manager

Position Type: Full-Time, Appointed

Location: Montgomery, Alabama

Schedule: 8:00 am to 5:00 pm

Pay Range: \$38,541.60 - \$51,727.20

Reports To: Coordinator

Application: Resume, Cover Letter, Questionnaire

This is a full-time appointed position with the State of Alabama in the Governor's Office of Volunteer Services (GOVS). This non-merit position is in Montgomery, AL and serves at the pleasure of the Governor. The position offers a competitive salary and state benefits including health insurance, retirement, and annual and sick leave.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER. AmeriCorps Alums and individuals with national service experience are strongly encouraged to apply.

GOVERNOR'S OFFICE OF VOLUNTEER SERVICES MISSION

The Governor's Office of Volunteer Services is the Alabama State Service Commission, and our mission is to increase an ethic of service and volunteerism in the State of Alabama, strengthen the capacity of Alabama's faith and community-based organizations, and promote collaboration among individuals and organizations striving to meet some of the greatest needs in our state. This includes developing and supporting a network of AmeriCorps programs to expand their capacity to meet the state's greatest needs.

POSITION DESCRIPTION: EXECUTIVE ASSISTANT/OFFICE MANAGER

GOVS is seeking a self-motivated, fast learner with administrative and financial experience. The position will provide support to the GOVS staff with general administrative support/office management, purchasing, financial management, travel, human resources, and grant assistance. Seeking an organized person with strong communication skills, good phone etiquette and experience with developing forms, maintaining databases, supervisory experience, preparing reports and correspondence, developing new policies/processes and training.

Minimum Qualifications

- 3 to 5 years of responsible clerical work; at least 3 years of relevant work experience is preferred.
- AL state government experience preferred, but not required.
- High school diploma required, associate degree preferred.
- Driver's license is required.

Primary Responsibilities:

- Serve as Executive Assistant to the Coordinator and oversee general administrative duties of the office.
- Prepare correspondence, coordinate conference calls, meetings, and travel for Coordinator.
- Maintain Coordinator's Calendar and assists with preparing reports.
- Responsible for office general email accounts.
- Assist with constituent calls and legislative inquiries.
- Attend meetings on Coordinator's behalf as needed.
- Assists with the State Service Commission.
 - Inputting meeting information into Secretary of State web site in a timely manner
 - Maintaining master files for Commission (agendas, minutes, appointment letters, etc.)
 - Typing up minutes
 - Creating and disseminating the Commissioner e-newsletter
- Coordinate daily clerical functions of the office. Open and disseminate mail.
- Provide telephone coverage or arrange for appropriate coverage if away from the workstation.

- Coordinate conference calls, virtual and in-person meetings. Assists in maintaining staff calendar (monitoring staff leave to maintain coverage).
- Serve as Property Manager.
- Oversee the maintenance and troubleshoot issues with office equipment. Maintains office supplies and equipment, tracks supply levels and orders supplies as needed.
- Serve as Records Disposal Coordinator. Maintains electronic and hard copy filing system.
- Develop, distribute, compile, and submit staff timesheets.
- Assist with the production of materials and logistics for all meeting, trainings, etc.
- Coordinate food ordering, pickup/delivery for meetings, trainings, and events.
- Act as contact person for GOVS events and supports training needs as necessary.
- Provide support to staff for scheduling, correspondence, and travel.
- Liaison to AL Office of Information Technology and vendors.
- Prepare conference rooms for meetings and assist with breakdown and cleanup after meetings.
- Cover the office from 8am to 5pm.

Other Duties

- Assist the Sr. Accountant as needed in preparing invoices, managing the billing process, and generating budget reports; assists with modifications to budget items; assist in analyzing grant budget activity.
- Track project expenditures and assist the Sr. Accountant, as needed, in monitoring expenditures.
- Assist with processing payment documents, preparing spreadsheets for periodic fiscal reporting, and preparing fiscal correspondence for subgrantees as needed.
- Provide administrative support as needed for other office functions.
- May perform other duties as assigned consistent with the position's duties and responsibilities.

Desired Knowledge, Skills and Abilities

- Ability to develop forms, maintain databases, prepare reports and correspondence.
- Knowledge of or ability to learn State government functions and processes.
- Strong leadership and supervisory skills.
- Knowledge of bookkeeping skills preferred.
- Thorough understanding of, or ability to quickly learn office equipment, recordkeeping systems, management information systems, and related protocols used in the agency.
- Excellent verbal and written communication skills. Professional and tactful interpersonal skills with the ability to interact with a variety of personalities.
- Ability to exercise discretion. Ability to exhibit a high level of professionalism and maintain confidentiality.
- Excellent customer service, time management and organizational skills. Proven ability to meet deadlines.
- Ability to prioritize, problem-solve, and get things done calmly in a fast-moving environment. Works well under pressure and can adjust to a diverse and changing working environment.
- Computer competency, including Office 365 programs, online training platforms and related software. Experience with STAARS, Alabama Buys, grant management and customer relationship management (CRM) systems a plus.
- Ability to exercise sound judgement in making critical decisions; analyze complex information and develop plans to address identified issues; and effectively demonstrate negotiation and facilitation skills.
- Ability to identify information, materials, and resources needed to complete a project or assignment.
- Possess a high standard for good grammar, punctuation, spelling, proofreading, and attention to detail, and overall professional image.

TO APPLY:

Please send your cover letter and resume to:

E-Mail: Melinda.Stallworth@ServeAlabama.gov

Subject Line: Executive Assistant/Office Manager

Closing Date: Open until filled. Resume reviews will begin immediately.