

# **University System of Maryland**

Job Class Specification

TITLE: EXECUTIVE ADMIN ASST TO CHANCELLOR JOB CODE: N17ECU

FLSA: NONEXEMPT JOB TYPE: INST SPECIFIC UMSA
EEO6: H40 JOB FAMILY/SERIES: OFF SEC

IPEDS-SOC: 43-6011

APPROVED BY: Chancellor's Designee: EFFECTIVE DATE: 01/22/2008

James Sansbury, Associate VC Financial Affairs/Human Resources

## JOB SUMMARY

Under limited supervision, provides executive level administrative and secretarial assistance to the Chancellor of the University of Maryland System (UMS). Incumbent regularly handles matters of a highly confidential or sensitive nature. An employee in this classification is responsible for initiating and coordinating clerical, secretarial, and administrative functions required to implement and support the policies and programs of the Chancellor and the Board of Regents (BOR).

## PRIMARY DUTIES

- 1. Coordinates and controls the daily and long range schedule of the Chancellor and the Chair of the Board of Regents.
- 2. Receives and processes to the next supervisory level all communications that enter the Office of the Chancellor. Screens out items to be handled personally.
- 3. Independently composes correspondence and reports containing decisions which tend to establish precedents and which may commit a unit to a course of action. Signs correspondence on behalf of the Chancellor and the Chair of the BOR.
- 4. Distributes material, correspondence or reports through a variety of communication media using available information technology, including frequent use of the Internet.
- 5. Polls Chancellor's Council and BOR members by telephone and summarizes information for the Chancellor.
- 6. Interprets and provides information on policies, procedures, and special issues as established by the Chancellor and the BOR. Acts as intermediary for the Chancellor, interacting with officials, staff at all levels, and the public.
- 7. Arranges and participates in conference and committee meetings. Assures that the Chancellor is fully briefed before meetings on matters to be considered. May prepare notes at meetings.

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- 8. Compiles data based on research techniques and on statistical analysis. Drafts financial, statistical, narrative, and other reports as required.
- 9. Assists in preparing and administering departmental budget.
- 10. Establishes and assures implementation of office procedures which implement operational policies, including establishing and revising complex and sensitive filing systems.
- 11. Orients and trains other clerical employees. Interprets and explains complex University policies, rules, regulations and procedures to them.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

# MINIMUM QUALIFICATIONS

EDUCATION: Associate of Arts degree in secretarial science.

EXPERIENCE: Ten years of secretarial experience, preferably including budgetary and supervisory responsibilities; five years of which must have included working as the principal personal assistant to a chief executive officer and requiring multiple and varied contacts with other high ranking officials.

OTHER: Applicants may be required to complete the institution's required skills assessment to be considered. Some positions require specific skills such as word processing, spreadsheet, presentation, database, email or calendaring software, and Internet proficiency.

### REOUIRED KNOWLEDGE/SKILLS/ABILITIES

Thorough knowledge of the functions, policies and procedures, organizations, and governing laws and regulations of the UMS; of modern office automation practices, procedures and equipment, and use of personal computer applications to ensure maximum office operational efficiency; of principles of office management and supervision; of standard records maintenance procedures; of basic budgeting and familiarity with the principles and practices of bookkeeping. Skill in composing a variety of correspondence following general instructions and without review. Ability to communicate effectively both orally and in writing; to react flexibly and effectively to constantly shifting demands; to exercise independent judgement and decision making in the absence of direct supervision, in accordance with laws, rules, and regulations; to apply University System policy to daily work problems; to independently prioritize office work, and adjust to priorities on short notice; to exercise good judgement, courtesy tact, and diplomacy in all communications at all levels, in giving and obtaining information, and in making proper disposition of problems; to interface with a wide range of complex personalities to include officials from both the private and public sectors; to establish and maintain

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effective working relationships with superiors, subordinates, associates, and the general public; to keep involved and complex clerical records; to prepare accurate reports from various statistical or accounting information; to work independently on complex and confidential clerical or administrative tasks; to supervise office operations and staff.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

#### CONDITIONS OF EMPLOYMENT

Weekend and overtime work may be required.