

Arkansas Department of Career Education

ACE Project Coordinator Job Vacancy Announcement

Recruitment Period: Monday, July 6, 2015, through Friday, July 17, 2015

Executive Assistant to the Director: Position Number: 22080279 Class Code: C010C

Grade C118 Entry Level Salary: \$33,861

The Arkansas Department of Career Education (ACE) is recruiting for an Executive Assistant to the Director that will function as the ACE Project Coordinator. This position is assigned to the Agency Director's Office, for the Division of Career and Technical Education. The position will be located at Three Capitol Mall, Little Rock, Arkansas 72201-1083.

Thoroughly read the attached ACE Project Coordinator's functional job description for education and experience requirements, job duties, responsibilities, and performance expectations.

Employment Application Procedure

Apply through the Arkansas State Jobs website, www.arstatejobs.com. Upload your resume with your employment application. Please respond to all position-relevant questions that are posted for the ACE Project Coordinator position. The applicant questions are located near the end of the electronic application. The hearing impaired may telephone the ADA Relay System at 1-800-285-1121 for assistance.

Applications will be subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State jobs website by 11:59 p.m., Friday, July 17, 2015.

The Arkansas Department of Career Education is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodations that are needed to participate in our application process.

Arkansas Department of Career Education
ACE Project Coordinator Functional Job Description

Position Number: 22080279

Classification Title: Executive Assistant to the Director Class Code: C010C Grade: C118

Position Summary

The Executive Assistant to the Director will function as the ACE Project Coordinator. This mid-level manager position will serve as the agency's project information coordinator for administrative and management initiatives as assigned by the Agency Director. The ACE Project Coordinator will conduct research, analyze and interpret data, and generate regularly scheduled and ad hoc reports as directed. The Project Coordinator will represent the Director at agency meetings and provide progress reports on agency initiatives. This position will create and maintain a database of agency projects for reporting purposes.

The Project Coordinator is the lead technical advisor on professional protocol relative to the Governor's Office, state senators and representatives, agency board members, other agency directors, and agency personnel. This position will advise on business correspondence formats, telephone etiquette, and supervise a small administrative support staff. Irregular work hours may be required, which may include weekends. Local and some in-state travel are required.

Education and Professional Experience Requirements

The formal education equivalent of an associate's degree in office administration or a related field; plus three (3) years of experience in office administration or a related field, including one year in a supervisory capacity. A related education field for this position will be business administration or management, teaching, education administration, computer science or information systems, and public administration. A related professional experience field for this position will be as an office manager, research assistant, project manager, agency director, board/committee chair, or an Executive level manager.

OR

The completion of a high school diploma or a GED is required, plus a minimum of five (5) years of professional experience. Professional management experience in the following will be considered: education administration; teaching; training or staff development; business or management; or as an assistant to an executive level manager. Professional administrative certification is desired but, it is not required for this position.

The ACE Project Coordinator must demonstrate initiative as a self-starter, be analytically astute, exercise responsible discretion and judgment, and be highly motivated to competently achieve performance expectations with minimal supervision. A high level of integrity is essential to be successful as the ACE Project Coordinator.

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Proficiency in all Microsoft Office products is required, especially Microsoft Word, Excel, and PowerPoint. The candidate must effectively communicate orally and in writing. Knowledge of an the effective application of grammar, punctuation, and spelling rules are required. Public presentation experience is desired. Good mathematical aptitude is needed. Management and organizational skills are required, with attention to detail.

Job Duties and Responsibilities

Employee Supervision:

- Supervise administrative support position(s).
- Develop a functional job description to define performance expectations.
- Establish performance standards to align performance outcomes with mission goals and objectives.
- Consistently provide informal and formal feedback regarding conduct and performance.
- Advise employee(s) regarding absence and attendance approval protocols and documentation requirements.

Read, comprehend, and effectively apply federal, state, and agency policies, procedures, and administrative guidelines to facilitate processes.

Periodically conduct research and collaborate with appropriate personnel regarding federal, state, and other resources as assigned and as needed.

Maintain a working knowledge of major agency grants, new and updated legislation or statutes that are relevant to the agency.

Collaborate with management staff and employees to share and receive updated information regarding new initiatives, issues, or to resolve problems.

Serve as the central contact to receive agency project information. Act as lead project coordinator as assigned and act as a contributor on special projects as directed.

Serve as liaison for the agency with outside entities as directed. Brief the Agency Director and other agency staff as appropriate.

Exercise responsible discretion and judgment to provide accurate and current information to the public and other outside entities.

Collect and analyze data to compile reports as requested. Generate and complete reports by specified or negotiated deadlines.

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Provide administrative support to the Agency Director. Maintain the Director's appointment schedule. Submit agency and Director's information for placement on the agency calendar as directed.

Schedule and manage the logistics of meetings as directed which includes distribution of materials and recording the minutes.

Proficient technical application of Excel to design\format spreadsheets and create accurate formulas. Competently utilize all Microsoft Office products applications.

Research and verify information to provide technical assistance to the public, agency staff, and other entities as directed.

Identify and critique potential problems and recommend cost-effective, feasible solutions that are conducive to achieve desired outcomes.

Exercise responsible discretion to protect the integrity of all confidential agency, client, student, and employee information.