Job Title:  Executive Assistant to the Commissioner  

Job Code:  32693

**JOB SUMMARY**

The Executive Assistant to the Commissioner is responsible for performing professional, administrative, and supervisory duties in support of the Commissioner of the Technical College System of Georgia.

**MAJOR DUTIES**

- Organizes and coordinates daily activities and efficient function of the Commissioner’s Office;
- Represents the Commissioner in a professional manner, interprets and answers general policy questions that may arise using own judgment;
- Answers telephone and gives information to callers, takes messages, or transfers calls to appropriate individuals;
- Composes, types and distributes meeting notes, routine correspondence and reports;
- Researches, gathers data, and prepares reports, presentations, publications, spreadsheets, tables and charts for the commissioner's use;
- Serves as liaison between the Commissioner and board members;
- Arranges meetings and travel reservations for office personnel;
- Purchases and maintains supplies and/or stock items for the Commissioner’s Office;
- Maintains confidential information;
- Supervises support staff and/or lower level employees;
- Maintains organized, accessible and current filing and record-keeping systems in accordance with applicable standards, policies and procedures;
- Serves on various committees and task forces carrying out the responsibilities associated with such assignments.

**COMPETENCIES**

- Knowledge of modern office equipment
- Skill in the operation of computers and job related software programs
- Decision making and problem solving skills
- Organizational skills
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills
- Ability to perform complex and varied duties
- Ability to make decisions with regard to job assignments and manage office workload
- Ability to compose correspondence that is both concise and professional

**MINIMUM QUALIFICATIONS**

Bachelor’s degree *and* one(1) year of work related experience OR An associate degree in Business Administrative Technology *and* Two (2) years of work related experience
Note: Experience may substitute for the degree on a year-for-year basis.

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Preferred qualifications may vary from location to location.