Job Title: State Board Operations Director  Job Code: 61771

JOB SUMMARY

The Director of State Board Operations is responsible for serving as support to the State Board of the Technical College System of Georgia.

MAJOR DUTIES

Arranges the planning of all monthly Board meetings, conferences and appointments for the State Board of the Technical College System of Georgia (TCSG); schedules all appearances before the Board and its committees;
Serves as liaison and engages in a variety of contacts inside and outside the organization in order to obtain or relay information, arrangements and gather data;
Acts on behalf of the Board at meetings and conferences as requested. Briefs Board of proceedings, discussions, information conveyed, etc.;
After appointment decisions are made by the Governor, completes the appointment process for new Board members; coordinates new Board member orientation with appropriate System staff;
Maintains and updates State Board Handbook for new Board members;
Maintains official records of Board meetings and actions;
Communicates with Commissioner about Board issues concerning the System; seeks Commissioner’s approval on issues that relate to Board meetings and conferences for agenda;
Prepares and/or transcribes correspondence consisting of letters, memoranda, reports, meeting minutes and a variety of other subject matter, including materials of a sensitive or confidential nature and requiring a familiarity with policies, regulations and operational procedures;
Schedules meetings and arranges conference registration and travel itinerary for Board members.

COMPETENCIES

Knowledge of organizational operations, policies and objectives; modern office practices, procedures and equipment; advanced word processing software and spreadsheet applications, internal and external communication techniques and customer relations principles and practices.
Ability to coordinate, organize, direct, monitor and expedite the secretarial and administrative functions of the State
Oral and written communication skills
Skill in the use of computers and job related software programs
Planning and managing projects skills
Decision making and problem solving skills
Skill in interpersonal relations and in dealing with the public
MINIMUM QUALIFICATIONS

Bachelor’s degree *and* Three (3) years of related work experience

*OR*

Five (5) years of executive level secretarial experience in an organization. Supplemented secretarial/business coursework may substitute for three of the five years of secretarial experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary.