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; and
- Other duties as assigned.

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 in a related field ***and*** Three (3) years of related work experience ***OR*** Five (5) years of executive level secretarial experience. Business coursework may substitute for three of the five years of secretarial experience.

PREFERRED QUALIFICATIONS

- Preferred qualifications may vary from location to location