



FIRST THINGS FIRST

ADMINISTRATIVE ASSISTANT III

Executive Office

First Things First (Arizona Early Childhood Development and Health Board) is one of the critical state partners in creating a child and family-centered, comprehensive, collaborative and high-quality early childhood system that supports the development, health and early education of all Arizona's children. Created by voter initiative in 2006, First Things First is governed by a state Board with 28 regional partnership councils. First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a focus on accountability, transparency, coordination, collaboration and on the outcomes that will ensure young children start kindergarten healthy and ready to succeed in school and in life.

Job Summary:

Reporting to the Special Assistant to the CEO/Board Administrator, this position will be required to perform administrative, secretarial and clerical duties along with additional related office tasks necessary to maintain the efficient operation of the Board and the Executive Office. This position will provide technical and administrative assistance to the Special Assistant to the CEO/Board Administrator, CEO, General Counsel and VP of Strategic Partnerships and Investments. This person, under direction, will assist the Special Assistant to the CEO/Board Administrator and Executive Office with all meetings and may be required to attend, take and transcribe meeting minutes. This position is responsible for planning and logistics of Board meetings including travel arrangements, meals, meeting materials and public postings.

Distinguishing Characteristics:

The ideal candidate will enthusiastically support the vision and mission of First Things First and possess the personal qualities of integrity and credibility. She/he will have the proven ability to work with elected/appointed boards and executives, to accomplish multiple tasks and keep multiple projects organized and progressing. She/he must also be able to maintain the highest level of confidentiality and integrity. She/he will possess knowledge of the principles and practices of administration, agency or program rules, regulations and operating procedures; minute taking accuracy; the ability to work independently and exercise appropriate judgment; and knowledge of Arizona Open Meeting Law. She/he will be informed about First Things First.

Typical Duties and Responsibilities:

Under the guidance of the Special Assistant to the CEO/Board Administrator, General Counsel and VP of Strategic Partnerships and Investments, duties and responsibilities may include but are not limited to:

- Board meeting logistics including room set up, meals, travel arrangements and reimbursements
- Scheduling and arranging internal staff meetings/events and meetings with external partners including determining location, posting notices to agency calendars, inviting and tracking attendees, preparing meeting materials and formal meeting minutes, and providing any follow-up activities
- Facilitating hotel travel arrangements and reimbursements for Executive staff
- Communication with Board members, staff, general public and collaborating partners (via telephone, email, etc.)
- Serving as an accurate resource for Open Meeting Law questions and procedures
- Posting Public Notices to external website while also reviewing for accuracy
- Providing administrative support to internal staff committees as well as volunteer committees
- Restructuring, maintaining and updating of divisional SharePoint pages
- Purchasing supplies and equipment in compliance with procurement rules
- Research and special projects
- Writing or editing assignments as needed
- Other duties as assigned by Executive Office staff

Qualifications:

- A minimum of five years administrative experience supporting executives or senior level staff; or a Bachelor's degree and three years responsible administrative experience.
- Self-motivated, able to work with a minimum of supervision and as a team player.
- Highly organized, detail-oriented, and ability to handle multiple projects under deadline.
- Proactive in identifying and completing tasks applicable to the job.
- Ability to problem-solve and exercise sound judgment.
- Demonstrated knowledge of Arizona Open Meeting Law.
- Knowledge of the principles and practices of administration, regulations and operating procedures, accounting and budgeting procedures.
- Ability to communicate effectively, clearly and concisely, both orally and in writing.
- Strong computer skills in Microsoft Outlook, Word, Excel, PowerPoint and Publisher at a minimum. Proficiency with SharePoint is preferred.
- Ability to operate general office equipment such as LCD projector, printer/copier, etc.
- Strong customer service skills. Must be comfortable working with external partners as well as FTF staff.

Review of resumes will begin on August 1, 2016 and continue until the position is filled. For consideration please submit your cover letter, comprehensive resume and three professional references to:

www.AZSTATEJOBS.gov

In the AZ State Personnel System, the position is classified as a Grade 17 and has a hiring salary range of \$16.67 to \$21.20 per hour. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.

“Arizona State Government is an EOE/ADA Reasonable Accommodation Employer”