



FIRST THINGS FIRST

ADMINISTRATIVE ASSISTANT III

Public Affairs

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.

First Things First is currently seeking an Administrative Assistant III to work with the Public Affairs team in the Phoenix Office located at 4000 North Central Avenue, Phoenix, Arizona, 85012.

Job Summary:

This position serves in staff support capacity to the Public Affairs Team performing a variety of complex administrative tasks. The position will provide customer service; plan meetings; coordinate activities; establish priorities; develop effective operating procedures; prepare reports; take initiative; problem solve; multi-task; and meet deadlines. The position requires substantial effort to coordinate and work with the Chief Policy Advisor, the Senior Directors for Government Affairs and Tribal Affairs, and internal and external stakeholders, including regional staff, regional council members, and community partners.

Distinguishing Characteristics:

The ideal candidate will be informed about and enthusiastically support the vision and mission of First Things First. They shall possess the personal qualities of integrity and credibility. They shall possess the knowledge of principles and practices of administration and management; agency or program rules, regulations and operating procedures; accounting and budgeting procedures; the legislative process; state and federal rules and regulations governing the areas of assignments; minute taking accuracy; ability to work independently; and, exercise appropriate judgment.

Typical Duties and Responsibilities:

Under the general supervision of the Chief Policy Advisor, duties and responsibilities may include but are not limited to:

- Communicate with the general public and collaborating partners, including administrative staff working with policymakers at the municipal, state, federal and tribal levels (telephone, email, etc.)
- Schedule and arrange meetings/events: determine location, post notices to agency calendars, invite and track attendees, attend meetings, prepare meeting materials and formal meeting minutes, and provide any follow-up activities
- Assist with tracking legislation
- Analyze data and prepare reports
- Write or edit assignments as needed
- Manage SharePoint sites
- Arrange travel and prepare and travel reimbursements for team members
- Record keeping
- Purchase/monitor supplies
- Assist the Chief Policy Advisor with team meetings, calendars, and staff communications
- Assist the Chief Policy Advisor and Senior Directors with cross-divisional collaboration activities, including coordination with other administrative staff
- Other duties assigned
- Must have reliable transportation

Qualifications:

- Three years responsible administrative experience; or Bachelor's degree in a field appropriate to the assignment and two years responsible administrative experience; or a Master's degree in a field appropriate to the assignment and one year responsible administrative experience
- 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 appropriate judgment
- Strong computer skills, especially in Microsoft Office suite and familiarity with social media platforms.
- Experience using customer management software is desired
- Knowledge of Arizona Open Meeting Law and Robert's Rules of Order
- Knowledge of the Arizona legislative process
- Knowledge of Arizona's Tribes and Nations
- Excellent oral and written communication skills
- Team player
- Experience working with state legislators, tribal members and their staff preferred.
- Ability to operate general office equipment such as LCD projector, digital recorder, digital camera, etc.

Review of resumes will begin on July 20, and continue until the position is filled. For consideration, please submit your cover letter, comprehensive resume and three professional references by the close of business on July 19, 2015 to:

www.AZSTATEJOBS.gov

In the AZ State Personnel System, the position is classified as a Grade 17 and has a salary range of \$17.67 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”