

Texas State Board of Dental Examiners
333 Guadalupe, Suite 3-800
Austin, Texas 78701
512-463-6400 phone; 512-463-7452 fax
<http://www.tsbde.texas.gov>

EXECUTIVE ASSISTANT

Position: Executive Assistant II Full time (40 hrs/wk)	Salary: \$3,452 per month (\$41,424 annually)
Classification Number: 0162 Group: B19	Posting Date: July 5, 2016
Listing Number: 50416025 FLSA Status: Non-Exempt Number of Openings: 1	Closing Date: Until Filled Start Date: July 25, 2016
Contact: Kelly Parker: kparker@tsbde.texas.gov	

DESCRIPTION OF DUTIES:

This job description is not an employment agreement or a contract. Management has the exclusive right to alter this job posting or job description at any time without notice.

The Texas State Board of Dental Examiners (TSBDE) is the state agency that regulates the practice of dentistry in Texas. As of September 1, 2015 the agency is authorized to employ 58 FTEs and has 15 board members. Because the TSBDE is a small agency, all employees must exhibit a spirit of teamwork and cooperation and be willing to assist in any agency work activities as necessary.

The Executive Assistant is the assistant to the Executive Director and will work under the limited supervision of the Executive Director, with considerable latitude for the use of initiative and independent judgement. The Executive Assistant will perform advanced professional assistance work. Full-time employment (40 hours per week) is required.

EXAMPLES OF WORK PERFORMED:

- Provides administrative and technical assistance to the Executive Director and board members, as needed.
- Provides technical guidance and advice on administrative policies, procedures, standards, and methods.
- Evaluates administrative practices and programs and formulates policies.
- Coordinates calendars, meetings, and other activities with other governmental agencies, executives, and organizations on behalf of board members and the Executive Director.
- Plans and prepares reports, manuals, and publications.
- Plans administrative assignments, programs, and other administrative matters for the TSBDE.
- Interprets policies and procedures and makes administrative decisions as appropriate.
- Communicates agency objectives, tasks, and decisions to staff on behalf of the Executive Director.
- Prepares notices or agendas for board meetings and hearings.

- May assist the Executive Director with general human resource management actions.
- May assist in budget preparation.
- May assign and/or supervise the work of others.
- Performs related work as assigned.

Other Special Projects May Include:

- Coordinates agency interaction and testimony before legislative committee.
- Coordinates responses to legislative inquiries, and reviews and edits legislative correspondence.
- Monitors standing and interim committee schedules and agendas.
- Assists in providing consultative services and technical assistance for the agency.
- Assists in the preparation of administrative, reports, studies, and specialized projects.
- Performs professional services related work as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION and EXPERIENCE:

Graduation from an accredited four-year college or university with major coursework in business administration or a related field is preferred. Education and experience may be substituted for one another.

EXPERIENCE:

Experience and knowledge about the Texas Legislature is also preferred but not required.

KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of accepted business practices and procedures; of applicable rules, regulations, and policies; and of related legislative and legal practices and procedures.
- Skill in the use of standard office equipment and software.
- Ability to handle high-level administrative issues, to analyze and solve work-related problems, to communicate effectively; and to assign and/or supervise the work of others.

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 88N, 89A, 92A, 92Z, 882A, 88A, 90A, 91A, 920A, 92A, AO, LS, YN, 616X, 626X, 636X, 641X, 715X, 726X, 736X, 360, 420, SK, YN, 011 WEPs, 890A, 0161, 0431, 0491, 3052, 0160, 0430, 2102, 6607, 8862, 2G0X1, 3M0X1, 8A200, 16GX, 20C0, 30C0, 60C0, 88, 89, 92, 90, 91, 01, 04, 30, 01, 04, 21, 66, 88, 2G, 3M, SDI, 16, 20, 30, 60. Applicants must fully complete the summary of experience on the State of Texas Application to determine if minimum qualifications are met.

OTHER: Normal office environment in downtown Austin office location. Tobacco-free work environment. Work hours are an 8 hour day, 5 days a week. Some overtime may occasionally be required. Travel out of Austin may occasionally be required.

In compliance with House Bill 2559 agencies that hire a person who is retired from the Employees Retirement System (ERS) on or after September 1, 2009 are required to remit a surcharge of 9.5% each month the return-to-work retiree is employed. Selected candidates meeting this requirement will be offered a base salary 9.5% lower to cover this surcharge.

To Apply: Applicants must submit official State of Texas Employment Application (see <http://www.twc.state.tx.us> for download). Applications may be emailed to hr@tsbde.texas.gov, mailed to 333 Guadalupe, Suite 3-800, Austin, TX 78701 or faxed to (512) 463-7452. Applicants

may submit a resume in addition to the official State of Texas Employment Application but the resume may NOT be substituted for the official State of Texas Employment Application. Selected applicants will be notified regarding interviews. If an accommodation is needed, please email hr@tsbde.texas.gov.

The Texas State Board of Dental Examiners (TSBDE) is an Equal Opportunity/Affirmative Action/ADA employer. The Board's employment positions are covered by the Fair Labor Standards Act (FLSA). TSBDE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. TSBDE is an E-Verify participant.