

Oklahoma Tobacco Settlement Endowment Trust
POSITION DESCRIPTION
Executive Assistant

The mission of TSET is to improve the health and quality of life of all Oklahomans through accountable programs and services that address the hazards of tobacco use and other health issues.

POSITION SUMMARY

The Executive Assistant is assigned responsibilities which involve planning, organizing, coordinating and providing administrative services, and related support to the TSET Executive Director and Board of Directors of the Oklahoma Tobacco Settlement Endowment Trust. The Executive Assistant maintains effective working relationships with TSET staff and external partners. The Executive Assistant works under the direct supervision of the TSET Executive Director, who evaluates job performance.

GOALS AND WORKER ACTIVITIES

Executive Assistant

- Serve as the first point of contact with the executive director, screening and triaging calls and inquiries, scheduling meetings, and serving as liaison with other organizations.
- Manage the executive director's calendar and coordinate logistics for the meetings and events. Provide administrative support for meetings as requested by director.
- Coordinate staff meetings agendas and logistics.
- Assist with agency travel requests.
- Assist the executive director and office manager in updating and maintaining administrative procedures; and maintaining confidential files.
- Prepare correspondence and other official documents for the executive director.
- Provide back-up assistance to the front desk in answering phones, greeting guests, or assessing TSET staff and guest needs, as requested by the executive director.
- Other duties as required and assigned.
- Serve as the board's primary point of contact within TSET for administrative support.
- Maintain proficiency in the Oklahoma Open Meetings and Open Records Act and assure that all board meeting notices and agendas are posted with the Secretary of State, the TSET website, and any other required sources to assure compliance.

TSET Job Description – Assistant to the Director

- Responsible for all logistics for board meetings. Prepare agendas and coordinate information and materials from TSET staff and other organizations and presenters.
- Prepare and distribute board packets containing all supporting materials prior to each board meeting.
- Schedule and coordinate committee meetings of the board, or other meetings to support the board's work.
- Prepare and distribute minutes of each meeting and assure that minutes are posted on the agency website.
- Track board meeting attendance and actions taken.
- Maintain all contact, terms of office, oaths of office and related information for the Board of Directors and Board of Investors.
- Coordinate all board travel, complete board member travel claims.
- Update and maintain all board related files, including photos and biographies, letters of appointment, committee assignments, ethics commission or other forms required of state officials.
- Maintain contact with the ethics commission to assure that TSET and the TSET Board of Directors are in compliance with all requirements.
- Maintain contact with the offices of the board's appointing authorities (elected officials).

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to maintain effective working relationships with people of diverse backgrounds, perspectives and cultures.
- Ability to handle confidential work with tact and discretion; and to triage and handle routine matters in accordance with agency policy.
- Outstanding customer service attitude and exceptional oral and written communication abilities are required.
- A working knowledge of the state and federal laws pertaining to the board and the agency, and the ability to assist in the development of board and agency policies.
- Must be highly organized and able to provide proactive support for the executive director and board of directors in all activities to facilitate effective and efficient board and agency functioning.

TSET Job Description – Assistant to the Director

EDUCATION AND EXPERIENCE

The Executive Assistant must have six years clerical office work experience, including three years as an office manager, executive assistant or as a confidential secretary: or equivalent combination of education and experience.

SALARY RANGE: \$45,000 - \$50,000 per year

Closing Date: Friday, December 17, 2021, at 4:30 p.m.

Resume with cover letter submitted by mail may be sent to:

Melanie Sommers
Oklahoma Tobacco Settlement Endowment Trust
2800 N. Lincoln Blvd, Ste 202
Oklahoma City, OK 73105

Electronic resumes **MUST be received by 4:30 p.m.** on closing date and may be sent to:

MelanieS@tset.ok.gov

TSET staff currently work remotely several days per week in a paperless environment. Successful candidate will demonstrate the ability to work independently with minimal supervision.