

WORKFORCE SOLUTIONS

GREATER DALLAS

Job Description

Job Title	Administrative Assistant (Executive Assistant III)	Reports To	President/CEO
Department/Group	Resource and Development	Review Date	
Job Code	Professional	Prepared By	SVP and HR Dept
FLSA	Exempt	Approved By	
Shift	Monday – Friday, Full time	Effective Date	
Number Supervised	0	Salary Level/Range	

SUMMARY:

The Assistant to the President provides high-level professional administrative support to the President of Workforce Solutions Greater Dallas. This position involves coordinating key administrative operations and serving as a liaison for the President with internal and external stakeholders. The Assistant is responsible for handling confidential and sensitive information, managing the President's schedule, coordinating meetings and events, and providing operational support on a variety of projects. The role requires considerable initiative, independent judgment, and the ability to prioritize and manage multiple high-level tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is intended to identify the essential functions of a position and should not be interpreted as all-inclusive. The employee may be required to perform or assume additional job-related responsibilities other than those stated in this vacancy announcement. Typical duties include:

Executive Support & Liaison:

- Serve as a key liaison between the President and internal/external stakeholders, including board members, senior leadership, and the public.
- Manage incoming communications, such as phone calls, emails, and visitors, screening and prioritizing as appropriate.
- Attend meetings and take minutes, summarize key discussions, and follow up on action items.
- Relay information, decisions, and instructions to appropriate staff and stakeholders on behalf of the President.
- Handle confidential and sensitive matters with discretion and professionalism.

Calendar & Meeting Coordination:

- Coordinate and manage the President's calendar, including scheduling meetings, conferences, and speaking engagements.

- Resolve scheduling conflicts and ensure all necessary preparatory materials are available for meetings.
- Develop and organize meeting agendas, ensure all participants are informed, and follow up on meeting outcomes.
- Assist with the preparation of presentation materials, handouts, and meeting documents.

Document Preparation & Proofreading:

- Prepare, proofread, and edit various documents including correspondence, reports, memos, presentation slides, and spreadsheets.
- Draft official communications and ensure timely distribution of meeting notices, agendas, and other key documents.
- Maintain accurate records of important decisions, correspondence, and action items for future reference.

Travel & Event Coordination:

- Organize travel arrangements, including flight bookings, hotel reservations, and transportation for the President.
- Prepare detailed travel itineraries, ensuring adherence to relevant policies and budget constraints.
- Plan and coordinate special events, conferences, and outreach activities, including booking venues, securing vendors, and managing attendee logistics.

Policy & Procedure Development:

- Assist in revising and developing administrative policies, procedures, and standards, ensuring compliance with organizational goals and best practices.
- Provide guidance on administrative policies and procedures and offer support in implementing these within the team.
- Interpret and communicate policies and decisions to staff on behalf of the President.

Financial & Budget Support:

- Complete and track expense reports, including mileage, travel, and other reimbursable items for the President.
- Assist in budget preparation by organizing and maintaining financial documents and tracking expenditures.

Special Projects & Reports:

- Provide support for special projects, such as research, analysis, and preparing reports or summaries for the President.
- Participate in the preparation of internal and external communications, including reports to government agencies and stakeholders.
- Offer input into the planning and execution of key organizational initiatives or new programs.

COMPETENCIES:

Accountability	Analytical Skills	Initiative
Communication	Judgement	Teamwork

QUALIFICATIONS:

- Bachelor's degree in Business Administration, Public Administration, or a related field. Equivalent experience may be considered. 2-3 years administrative experience.
- Professional training in business practices and computers.
- Proficient in Microsoft programs (Word, Excel, PowerPoint, Access, Teams), Adobe, and other software needed to perform job functions.
- Excellent verbal and written communication skills. Ability to effectively engage with internal and external stakeholders at all levels. Proven ability to build strong relationships with employees and management.
- Strong organizational skills with the ability to manage competing priorities and tight deadlines.
- Ability to handle confidential and sensitive information with the utmost discretion.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TRAVEL:

Due to the nature of the job, travel will be required approximately 10% of work time. Must possess own method of transportation.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may be modified any time with or without notice or due to funding changes.

JOB DESCRIPTION ACKNOWLEDGEMENT

I have read this job description and fully understand all my job duties and responsibilities, and I am able to perform the essential functions as outlined in this job description. I understand that future performance evaluations and merit increases are based on my ability to perform the duties and responsibilities outlined within this job description to the satisfaction of my immediate supervisor, and I have discussed any questions I may have about these duties and responsibilities prior to signing this form.

Employee Printed Name

Date

Employee Signature