



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
9/17/15

Agency: Oregon Watershed Enhancement Board

Facility: State Lands Building

New Revised

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc - Supervisory
Mgmt Svc - Managerial
Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Executive Assistant
b. Classification No: Z0830
c. Effective Date:
d. Position No: 9900003
e. Working Title: Executive Assistant
f. Agency No: 691000
g. Section Title: Director's Office
h. Budget Auth No: 798790
i. Employee Name: Vacant
j. Repr. Code: MENN
k. Work Location (City - County): Salem, Marion
l. Supervisor Name (Optional): Meta Loftsgaarden
m. Position: Permanent, Full-Time, Seasonal, Part-Time, Limited Duration, Intermittent, Academic Year, Job Share
n. FLSA: Exempt, Non-Exempt, If Exempt: Executive, Professional, Administrative
o. Eligible for Overtime: Yes, No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Oregon Watershed Enhancement Board is responsible for managing the Constitutionally dedicated Lottery revenues and federal grant funds to apply to watershed protection and restoration projects. The agency coordinates funding for watershed enhancement and aquatic resource restoration. The agency funds projects, and watershed council and soil and water conservation district support to implement the Oregon Plan for Salmon and Watersheds. The focus of the OWEB program is to assist local watershed councils and soil and water conservation districts with technical advice, resource contacts, and fund watershed enhancement efforts.

OWEB is an independent agency created to encourage, facilitate, and fund efforts to improve Oregon's watersheds. The OWEB program funds projects and activities to restore watershed health in the state. OWEB staff assist local watershed councils to administer funds for assessment of watershed conditions and implementation of action plans and enhancement projects throughout the state.

In addition to our grant program, OWEB is responsible for building and implementing a statewide program for monitoring and reporting on the effectiveness of restoration and recovery efforts, performing a biennial assessment of efforts to implement the Oregon Plan for Salmon and Watersheds, and establishing standards for coordinated delivery of data collected by natural resource agencies.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The Executive Assistant enhances the effectiveness of the Executive Director, the agency and the Board by coordinating logistics, scheduling, staff and confidential communications. The position provides a vital communications link between the Board, The Executive Director, staff, legislators and the general public in carrying out the goals and objectives of the agency. The position provides all administrative and logistics support for the OWEB Board. The position is the point of contact for scheduling with the legislature and Congressional contacts. The position drafts correspondence and proofs all external communications materials.

The position is part of the agency’s executive team which is responsible for internal development and resolution of agency-wide issues, establishing priorities and ensuring an agency culture that calls for high standards of performance, values diversity and aligns employees with the agency’s mission and values. The duties in this position will require a high degree of organizational skills and an ability to anticipate managements needs without regular direction.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
35%	N	E	<p>Executive Assistance to the Director and Agency</p> <ul style="list-style-type: none"> • Attends and actively participates in agency coordination and decision-making in executive team meetings <ul style="list-style-type: none"> ○ As appropriate and when directed, follows up on implementation of decisions made by the executive team • Manages Executive Director’s schedule <ul style="list-style-type: none"> ○ Coordinates meetings and conference calls with staff, constituents and others ○ Accesses and coordinates Outlook calendaring for executive director and other staff as appropriate ○ Determines which meetings are most appropriate for Executive Director and which are appropriate for other staff; contacts staff to develop responses ○ Assists Executive Director in ensuring that time is made available for informal staff and other conversations • Coordinates travel logistics for Executive Director and executive team as appropriate <ul style="list-style-type: none"> ○ Makes hotel, vehicle and other reservations ○ Reviews requests to determine consecutive meetings that can be held on the way to or from travel-related meetings • Ensures agency maintains active and productive communications with staff, legislators and constituents <ul style="list-style-type: none"> ○ Drafts and oversees correspondence from the Executive Director, including confidential correspondence ○ Drafts responses to constituent requests based on conversations with the Executive Director

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

			<ul style="list-style-type: none"> ○ Coordinates response development by other staff as appropriate, including reviews by other staff ○ Refers to Executive Director for final decision/approval ● Coordinates meeting scheduling for Executive Director and other agency staff as appropriate <ul style="list-style-type: none"> ○ Determines and makes recommendations on who should attend meetings ○ Coordinates staff schedules, schedules meeting rooms, meals and other logistics as needed ● Serves as coordinator for agency-wide logistics <ul style="list-style-type: none"> ○ Responsible for agency compliance with Government Standards and Practices Commission registration and reporting on lobbying activities, and maintaining agency records on those activities. ○ Act as liaison amongst program areas for establishing and maintaining mutual understanding of operations, policies and procedures ○ Coordinates agency purchasing with Business Operations manager; holds agency SPOTS (credit) card for purchases; ensures accurate billing and receipt-tracking ○ Coordinates all-staff and other agency-wide meetings, including meeting location, meals and other logistics ○ Serves as agency point for building coordination and issues, attends regular building meetings ○ Coordinates receipt and review of of agency timesheets to provide to OWEB's contract HR staff in a timely fashion ○ Responsible for phone logistics including changes in phone numbers, office location moves, etc. ● Assists in 'on-boarding' new employees <ul style="list-style-type: none"> ○ Coordinates correspondence with new employees. Ensures managers have completed their portions of on-boarding process. Coordinates on-boarding paperwork with HR and payroll. ○ Coordinates security card process ○ Provides initial logistics assistance with parking, staff introductions, meetings with Executive Director and other staff ○ Helps ensure staff are welcome and understanding of OWEB culture ○ Coordinates new employee orientation with contract HR staff
35%	N	E	<p>Executive Assistance to the OWEB Board</p> <ul style="list-style-type: none"> ● Coordinates all board meeting logistics <ul style="list-style-type: none"> ○ Helps executive team determine locations for meetings around the state ○ Schedules meeting and lodging for Board members and staff ○ Coordinates catering ○ Coordinates vehicles and travel plans for staff ● Reviews all board materials for consistency and accuracy to ensure compliance with agency procedures and practices <ul style="list-style-type: none"> ○ Assists policy coordinator in ensuring staff meet report development deadlines ○ Proofs board materials for grammar, consistency with agency policies and procedures ○ When complete, coordinates posting of materials with webmaster ○ Distributes board meeting materials to board and staff in a

			<p>timely fashion</p> <ul style="list-style-type: none"> • Ensures compliance with Public Meeting requirements and Meetings manual <ul style="list-style-type: none"> ○ Ensures meeting locations meet public meetings requirements ○ Ensure notices are posted in a timely manner in advance of meetings ○ Ensure meeting materials are provided for attendees ○ Coordinate public comment with policy coordinator • Attend all Board meetings as keeper of the official record of public meetings <ul style="list-style-type: none"> ○ Takes minutes at meetings ○ Drafts minutes for review by executive team ○ Incorporates notes from other staff ○ Develops meeting minutes and coordinates review by other staff ○ Prepares final minutes for board approval • Schedules all subcommittee, executive committee and other board-related meetings <ul style="list-style-type: none"> ○ Serves as point of contact within agency for board member logistics ○ Coordinates all board and subcommittee meeting scheduling ○ Works with executive director to determine appropriate meetings and which staff should participate • Coordinates travel reimbursement for board members in accordance with state travel rules <ul style="list-style-type: none"> ○ Work with board members to receive all relevant travel information for board meeting • Develop travel voucher, ensure accuracy; coordinate process for travel voucher submission and approval in a timely fashion
15%	N	E	<p>Coordinates Governor's office, legislative, congressional and budget logistics for executive director and OWEB staff</p> <ul style="list-style-type: none"> • Coordinates all logistics for legislative and congressional meetings <ul style="list-style-type: none"> ○ Schedules meetings ○ Follow-up to ensure meetings will occur ○ Provides all relevant logistics information for meetings ○ Coordinates with Executive Director to ensure appropriate staff attendance at meetings • Coordinate materials for legislative and congressional meetings <ul style="list-style-type: none"> ○ Works with Executive Team to determine appropriate materials for legislative and congressional packets ○ Coordinates packet development with appropriate staff ○ Proofs all materials for accuracy and grammar and to ensure compliance with agency policies and guidelines ○ Ensures materials are presented in a professional manner • Ensures budget is presented in accordance with state policy and ahead of schedule <ul style="list-style-type: none"> ○ Coordinates development of written and electronic materials

			<ul style="list-style-type: none"> for budget book ○ In coordination with Deputy Director and Business Operations Manager, set timelines for budget material development ○ Coordinate inclusion of appropriate materials in budget book and electronic submission; ensure staff are meeting deadlines ○ Coordinate materials review ● Coordinate submission of budget book to legislature in advance of required deadlines
10%	N	E	<p>Ensure professional agency communications.</p> <ul style="list-style-type: none"> ● Reviews reports and correspondence for executive team and all agency staff <ul style="list-style-type: none"> ○ Proof materials for content, grammar and compliance with agency policies and procedures ○ Work with Executive Team to ensure policy-level reviews are completed as appropriate ○ Ensure compliance with public records laws ● Coordinates responses to constituent requests <ul style="list-style-type: none"> ○ Screens calls and written requests; ○ Delegates responses to appropriate agency staff ○ Works with staff to ensure timely response to requests
5%	NC	E	Other Duties as assigned
Ongoing	NC	E	Promotes an organizational culture that calls for high standards of performance, values diversity, and aligns employees with agency's mission and values. Carries out the directive of the Governor's Executive Order 05-01, as amended in 08-18
Ongoing	NC	E	<ul style="list-style-type: none"> ● Maintains regular and dependable attendance. ● Contributes to a positive and productive work environment. ● Establishes and maintains a professional and collaborative working relationship with all contacts.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Work is primarily performed in an office setting. Sits or stands for long periods of time. Needs adequate vision and hearing, manual dexterity, communication and motor skills to perform the duties of the position. Operates office equipment and computers requiring repetitive use of arms, wrists, and hands. May occasionally lift and move up to 35 pounds and infrequently up to 50 pounds or more with assistance. May be required to attend meetings or perform duties outside of normal office hours. Moves throughout facilities and on-site locations and may drive a motor vehicle. May travel to other locations or other agencies for training and meetings. Overnight travel may be required. Possibility of exposure to hostile and offensive language and actions from the public. Uses appropriate safety and personal protective equipment and follows established safety policies, practices and procedures. Performs duties of position with or without reasonable accommodation.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Oregon Revised Statutes, Oregon Administrative Rules, Attorney General's Public Records and Meetings Manual, Department of Administrative Services Rules and Policies, Collective Bargaining Agreement

b. How are these guidelines used?

Statutes and rules identify requirements and timelines referred to in board agenda items. Attorney General's manual is used to assure that meetings of the OWEB Board are conducted correctly and records kept correctly. Department of Administrative Services rules and policies to ensure agency compliance. Collective Bargaining Agreement for both employee and employer rights under the contract.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Public	Correspondence/phone/in person	Obtain or convey information	Daily
Governor's Office staff	Correspondence/phone/in person	Obtain or convey information; schedule meetings	Daily
OWEB Board members	Correspondence/phone/in person	Obtain or convey information; schedule meetings	Frequently
Legislators	Correspondence/phone	Obtain or convey information/ schedule meetings	Occasionally
Other agency directors and staff	Correspondence/phone	Obtain or convey information/schedule meetings	Regularly
HR Manager	Correspondence/phone/in person	Obtain or convey information/schedule meetings/coordinate responses	Daily

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Determines correct disposition of requests from public; other state, federal and local agencies; Governor's office; and Board members. Either takes responsibility for responding, or assigns managers or other agency staff the responsibility to respond; monitors deadlines to assure timelines are met. This ensures those communicating will receive prompt and accurate responses.

Determines the correct course of action in handling calls from the Governor's office, congressional offices, legislators, and agency directors. Inaccurate or untimely decisions could result in reduced efficiency and credibility of the agency.

Participates in agency decision making on issues of policy and/or statewide impact.

Determines how to allocate support staff resources to ensure timely and thorough project work and program coverage.

Schedules the director to make the best use of time and to ensure the people necessary for the efficient operation of the agency. This is often done independently without advance consultation with the director.

Decides, with the concurrence of the director and board, on meeting schedules and location, independently commits agency to expenditures, and sets preparation and mailing deadlines for board meeting materials. These decisions are necessary for the orderly and efficient conduct of board meetings, and the best use of the Board's and staff time, and entail understanding and responding to competing expectations of the public, constituencies, and board members.

Coordinates with agency director, agency managers, agency staff, and human resource manager to respond to and administer personnel services.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Executive Director	9900001	In person, phone, correspondence	As needed	Keep the director informed of work being accomplished, ensure the work is what is desired by the director, receive assignments.
HR Manager	Water Resources Department	In person, phone, correspondence	As needed	Ensure compliance with agency/state rules

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

General knowledge of functions, procedures, organization, and governing laws and regulations of the agency and Board members. Basic knowledge of the principles, practices, and techniques of supervision. Knowledge and skill in up-to-date office practices, procedures, and equipment. Ability to evaluate and establish work priorities. Ability and skill in establishing and maintaining effective working relationships with agency staff, other agency staff, public officials, interest groups, and the general public. Basic knowledge of Department of Administrative Services rules and policies. Basic knowledge of the provisions of the Collective Bargaining Agreement and human resources.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

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SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date