

TEXAS PUBLIC FINANCE AUTHORITY

BOARD OF DIRECTORS:

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Brendan Scher
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EXECUTIVE DIRECTOR

Lee Deviney

MAILING ADDRESS:

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Austin, Texas 78711-2906

PHYSICAL ADDRESS:

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Austin, Texas 78701

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JOB VACANCY NOTICE

Job Posting Number: 071
State Classification Number: 0162
State Classification Title: Executive Assistant II
Salary Group: B19
Salary: \$42,244 - \$68,960 Annually, depending on qualifications
Opening Date: 11/24/2021
Closing Date: Open Until Filled
Location: 300 W. 15th Street, Austin, TX 78701

GENERAL DESCRIPTION

Performs complex work supporting executive and legal staff for the Texas Public Finance Authority (TPFA) and related entities. Work involves coordinating high-level administrative operations of a state debt issuer. Works under the direct supervision of the Executive Director, with latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides administrative and legal assistance to agency executive management team.
Assists General Counsel and agency staff in managing document flow associated with complex financial transactions.
Maintain agency files (hard copy and electronic) relating to bond transactions and other legal matters.
Prepares correspondence, reports, and maintains files.
Maintain corporate records for TPFA related entities.
Coordinates calendars, meetings, and other activities with other governmental agencies, executives, and organizations on behalf of management.
Assists in the preparation of materials for legislative hearings.
Schedules and secures meeting locations for the TPFA and related entities.
Prepares notices and/or agendas for meetings and hearings and posts agendas with the Secretary of State.
Assist General Counsel in administration of agency contracts.
Assist in coordinating (i.e., routing, tracking, and submitting) routine IRS filings.
Assists in the preparation of board meeting materials.
Performs duties as designated agency travel coordinator.
Attends, records and takes notes at TPFA and related entity board meetings.
Prepares minutes of board meetings and ensures the filing and distribution of Board minutes
May assists management with general human resources work.
May serve as designated coordinator for Employee Benefits.
Assists in the preparation and posting of agency job openings.
May perform duties as designated coordinator for Workers' Compensation Claims.
May perform duties as designated coordinator for Telecommunications, Parking, Keys, and Building Identification.
Answers and routes phone calls, takes messages, and greets and directs visitors to appropriate staff.
Receives and distributes agency mail to staff and prepares mailing labels for outgoing mail.

Responds to routine inquiries from the public, client agencies and staff.
Maintains contacts of client agencies, legislative agencies, and bond service providers.
Maintains the consumable inventory.
Responsible for the delivery and pick-up of items, as necessary.
Responsible for scanning documents and maintaining related electronic files.
Uses personal vehicle for business related travel.
Works 8 a.m. – 5 p.m., Monday through Friday.
Assists with open records requests.
Attends work regularly in accordance with agency leave policies.
Complies with all agency policies and procedures, including but not limited to applicable security and safety rules, regulations and standards.
Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in office practices and administration procedures relevant to agency operations. Graduation from a standard senior high school or equivalent is required. Graduation from an accredited four-year college or university with major coursework in business administration or a related field is preferred. Four years relevant experience in a professional office environment working in general administration is required. Four years experience in an executive office of a State agency, law firm or legal department, or legislative office, is preferred. -

Knowledge, Skills, and Abilities

Knowledge of accepted business practices and procedures; of applicable rules, regulations, and policies; and of related legislative practices and procedures.
Ability to handle high-level administrative issues, to analyze and solve work-related problems, and to communicate effectively.
Ability to organize, manage and prioritize multiple projects with accuracy and meet deadlines is required.
Demonstrated strong oral and written communication skills are required.
Ability to work efficiently and independently in a dependable, organized, and productive manner in order to plan and arrange workload to meet schedules and deadlines.
Ability to obtain and maintain a valid driver's license.
Ability to maintain confidentiality is required.
Proficient in the use of standard office equipment, personal computers, and software programs, including Outlook, Word, Excel, and Adobe Acrobat, is preferred.
Ability to work 8 a.m. – 5 p.m., Monday through Friday.
Ability to work additional hours, as needed.

<p>HOW TO APPLY: Applicants must submit a State of Texas application through WorkInTexas.com. A resume may be included as part of the application filed through WorkInTexas. Military Crosswalk information for this position may be found at: https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf</p>
