

EXECUTIVE ASSISTANT AND HUMAN RESOURCES GENERALIST: POSITION DETAIL

Title:	Executive Assistant and Human Resources Generalist, <i>part-time</i> (Grade 20)
Agency:	Arizona Commission on the Arts
Location:	Phoenix, Arizona
Salary Structure:	\$19-\$21 per hour x 24 hours per week + the State of Arizona's comprehensive benefits package
Total Openings:	1
Apply by:	11:59pm, Wednesday, November 30, 2016

POSITION BACKGROUND AND SUMMARY

The Arizona Commission on the Arts seeks a highly-motivated and industrious Executive Assistant and Human Resources Generalist (part-time, twenty-four hours per week) with four core areas of responsibility: administrative support, human resources, commission support, and other duties.

The ideal candidate possesses superior organizational skills; the ability to manage personnel information and actions with sensitivity and respect; an interest in ongoing learning, work process improvement, and personnel development; and the capacity to establish productive relationships within the agency and with its many stakeholders and partners.

This position reports to the agency's Executive Director.

CANDIDATE REQUIREMENTS

- A Bachelor's degree in social sciences, communications, a specific arts discipline, arts administration, humanities, business, nonprofit administration, education, liberal arts, or related discipline;
- Two or more years of experience and/or training in a human resources context within a nonprofit organization, government agency, educational institution, or other arts and culture sector business;
- OR equivalent combination of education and experience.
- A valid driver's license is required.

DESIRED QUALIFICATIONS

The ideal candidate would have professional experience with systems and protocols employed by government agencies and other businesses operating in multilayered authorizer environments; would be willing to travel on occasion; and would be bilingual (English/Spanish).

PRIMARY RESPONSIBILITIES AND ESTIMATED PERCENTAGE OF TIME SPENT

30% | Administrative Support:

1. Provide support to executive and deputy directors as requested, including coordinating some travel, maintaining calendars, generating and executing timely correspondence and reports, and maintaining file systems and records.
2. Compile related data for consideration by agency leadership.
3. Serve as authorizer for select agency purchasing cards.
4. Read and analyze incoming memos, submissions, and reports in order to determine significance and effectively distribute to appropriate agency staff.
5. Work in partnership with agency leadership to develop strategy regarding efficient agency systems; coordinate and manualize processes and policies; monitor and evaluate progress according to existing State protocols and industry best practices.

40% | Human Resources:

1. Offer staff counsel and manage confidential information with sensitivity and respect.
2. Work in partnership with agency leadership to develop strategy regarding personnel development and efficient personnel systems, to ensure clarity and compliance.
3. Serve as agency benefits liaison, offering employee support and guidance related to retirement, health benefits, and other benefits offered by the State of Arizona.
4. Manage agency payroll systems and practices. Serve as proxy for electronic time records when necessary.
5. Identify and correct errors in payroll or personnel records according to established policies and procedures; coordinate changes with fiscal office.
6. Coordinate and manualize human resources processes and policies; monitor and evaluate progress according to existing and evolving State and Federal protocols.
7. Participate in Small Agency and Human Resources meetings and trainings organized/facilitated by Arizona Department of Administration (ADOA).
8. Maintain, update, and oversee a variety of personnel records, including confidential employee and recruitment process files.
9. Provide guidance related to state personnel review processes; coordinate and ensure participation by supervisors and staff; enter and manage related information as proxy for agency leadership.
10. Confer with supervisors and employees concerning work processes, plans, and actions.
11. Ensure appropriate management of requests for information and assistance related to agency personnel.
12. Facilitate and support recruitment process for agency vacancies, including drafting announcements for review and developing selection process materials.
13. Respond to applicant inquires, collect and organize applications for team review, schedule applicant interviews.
14. Liaise with various state departments to ensure all hiring, employee leave, separation, termination, and retirement actions are properly documented and complete.

20% | Commission Support:

1. Act as staff liaison to Commission board members.
2. Schedule and coordinate quarterly Commission meetings; generate and post meeting notices to comply with State of Arizona Public Meeting requirements. When required, liaise with Risk Management to review venue contracts and determine the need for insurance certificates.
3. Work with agency leadership to develop Commission meeting agendas and materials.
4. Aggregate, facilitate, and distribute Commission meeting materials, orientation folders.
5. Take minutes at Commission meetings.
6. Liaise between Commissioners and Governor's Office of Boards and Commissions regarding state service and term expiration; monitor and support Commissioner participation in orientations and other required training.
7. Manage regular updates to Commissioner lists; coordinate the timely procurement of nameplates, badges, retirement certificates, et cetera.
8. Maintain annual updates to Commissioner conflict of interest forms.
9. Monitor and facilitate agency records-retention and filing systems for Commission meetings/minutes and Commissioner files.
10. Conduct regular engagement with Commissioners related to meeting attendance/follow-up and participation as chairs/members of agency review panels.

10% | Other Duties:

1. Correspond with constituents and develop sufficient knowledge of agency programs, procedures, and policy in order to respond accurately and comprehensively to requests for information.
2. Provide backup to programs and operations as needed in a small agency.
3. Perform other duties as assigned by supervisor.

IDEAL CANDIDATE'S KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- History and mission of the Arizona Commission on the Arts;
- Principles, methods, and techniques of human resources counsel, personnel development, and file management;
- State and Federal laws, rules and standards pertaining to human resources processes and policies;
- Operational structure of the nonprofit sector, nonprofit arts organizations, and other public services;
- Operational structure of local, state, and federal government, with a focus on agencies of the State of Arizona;
- Best practices in meeting coordination and management.

Skills:

- Exemplary organizational skills and the ability to prioritize and manage concurrent projects with multiple stakeholders;
- Exemplary verbal, written, and interpersonal communications skills;
- Strong skill/ability to manage, organize, and properly document information;
- Strong skill/ability with standard office functions and file systems;
- Strong skill/ability with Microsoft Office products and diverse online systems;
- Strong skill/ability related to event/activity coordination;
- Organizational and administrative control.

Ability to:

- Manage competing priority tasks with efficiency and good judgment;
- Learn complex human resources policies and maintain training in evolving systems and protocols;
- Provide appropriate guidance and counsel to agency staff;
- Manage confidential information with sensitivity and respect;
- Develop procedures, analyze problems holistically, and design effective plans;
- Manage information, processes, and systems with utmost precision and accuracy;
- Provide useful and timely customer service to diverse constituencies and authorizers;
- Show consideration for professional, avocational, formal and informal artforms and practices;
- Show initiative;
- Work independently and as a member of a team;
- Solve problems creatively;
- Prepare accurate and timely reports;
- Manage multiple projects, follow timelines, and meet deadlines;
- Know when to ask for help, advice, and support.

INSTRUCTIONS – HOW TO APPLY

The deadline to apply for this position is 11:59pm, Wednesday, November 30, 2016.

Complete applications must be submitted via email to info@azarts.gov. **Complete applications include:** A) a cover letter not to exceed 2 pages, B) a comprehensive resume or curriculum vitae, and C) names, titles and contact information for no fewer than 3 current professional references. *Items A, B and C should be combined and submitted as one PDF. Please include your last name in the PDF file name.* Individuals who do not provide the required materials will not be considered.

Not all applicants will receive a response. The review/interview process is expected to take up to 4 weeks.

All newly hired employees are subject to the E-Verify Employment Eligibility Verification Program. The Arizona Commission on the Arts is an Equal Employment Opportunity Agency.