

State of Oklahoma
Oklahoma Uniform Building Code Commission
P. O. Box 60410
Oklahoma City, OK 73146

POSITION ANNOUNCEMENT

The Oklahoma Uniform Building Code Commission is accepting resumes for the following position:

POSITION: EXECUTIVE ASSISTANT
LOCATION: Oklahoma City, Oklahoma
SALARY: Minimum \$38,000 plus benefits depending on experience and education

APPLICATIONS: Applications will start being reviewed after Friday, September 17, 2010.

APPLICATION PROCEDURE: Submit a cover letter, resume, and three professional references to:

Billy Pope, CEO
Oklahoma Uniform Building Code Commission
P. O. Box 60410
Oklahoma City, Oklahoma 73146

Electronic Submission: Completed resumes may also be sent by e-mail to BillyP@cib.state.ok.us

RESPONSIBILITIES:

1. Performs high-level executive secretarial and office administrative duties in support of the Commission and the Chief Executive Officer of the Oklahoma Uniform Building Code Commission.
2. Plans, organizes and coordinates Commission meetings; prepares information and materials for consideration by the Commission; attends other meetings and prepares minutes as needed.
3. Develops and prepares agenda for Commission meetings; prepares call for agenda items to be sent to all members and staff members; researches minutes of previous meetings to identify specific requests from Commission members and ensures responses are prepared.
4. Ensures compliance with the Open Meeting Act and notifies Secretary of State, Commission members, and other agencies of scheduled meetings of the Commission and all Subcommittees.
5. Works with CEO, Commission, and IT professionals to determine the Web site's purpose, functions, requirements and long-term strategy; updates Web site as needed.
6. Manages projects as assigned by Chief Executive Officer and performs administrative duties for Chief Executive Officer and Commission.

QUALIFICATIONS:

Associate degree in business or related field and at least five years of administrative support experience at the executive level or an equivalent combination of education and experience to successfully perform the essential duties of the job.

Advanced computer skills and proficient in Microsoft Suite, including Word, Excel, PowerPoint, and Outlook.

Excellent organizational and interpersonal skills.

Attention to detail and a tolerance for working on multiple projects simultaneously under tight deadlines.

Able to take initiative and work independently with little or no supervision.

Familiar with Web design and possesses ability to update websites. Working knowledge of HTML, Ajax, and/or Flash is a plus in Web design and updating skills.

Strong decision making ability and independent judgment within established policies.

Possesses high level of professionalism and confidentiality.

Experience:

Minimum of five years of high-level executive secretarial and office administrative duties and skills in either the private or public sector preferred. Experience in planning and budgeting, familiar with the legislative process, state government policies and procedures, state statutes, rules and regulations and timelines is desirable.

THE OKLAHOMA UNIFORM BUILDING CODE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES QUALIFIED FEMALES AND MINORITIES TO APPLY.