Appendix J2.2

Executive Assistant to the President
1. Division: Office of the President
2. School/College/Department: Office of the President
3. Position Number: 17953

4. Subsection/Section:
5. Room/Building: 400 Lee Hall
6. Department Number: 01010000

7. Transaction Type: Update
8. FTE: 1.00
9. Pay Plan: A/P 21
10. On-Call: 11. Call back:
12. Lead Worker:

13. Current Class Code: 9217
14. Current Class Title: Executive Assistant to the President

15. County: Leon
16. New Class Code:
17. New Class Title:

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18. Describe in detail the specific duties and responsibilities assigned to this position. Attach additional sheets, if necessary, to properly describe the position.

Reporting directly to the President, the Executive Assistant represents the President on committees, both internal and external to the University. This individual is the University's official representative to the state legislature, and works closely with numerous university faculty and staff who perform specific liaison roles with governmental entities. The Executive Assistants also represents the President at various programs, upon request.

The Executive Assistant also meets with executives to ensure that operations are being executed in accordance with University policies. Oversees the adequacy and soundness of the University's financial structure; reviews operating results, compares them to established objectives, and takes steps to ensure that appropriate measures are taken to correct unsatisfactory results; is responsible for the development, implementation, coordination and evaluation of the University's total governmental relations program as it relates to the federal, state and local levels of government; executes documents requiring the President's review and signature; prepare responses to inquiries, correspondence, etc. sent to the President; communicates with constituents for the President on matters pertinent to the constituents of the University; assist students in the resolution of problems covering a wide range of concerns; assist with faculty matters as related to employment; prepare programs and events hosted by the President; review and sign all recommendations and contracts for the President; review all grants and proposals requiring the President's approval; review sensitive documents for the president: work on special assignments at the request of the President; facilitate the work of committees and task forces as assigned; interact with parents and other constituents on a need basis; and research information needed for the President.

POLICY-MAKING AND/OR INTERPRETATION
The Executive Assistant is responsible for the following policy-related duties: provides liaison with public officials at local, state and federal legislative and administrative levels, with the companion functions of factfinding, interpretation of governmental action, information giving, and advocacy of the State University System and the University positions; coordinates communications between the University and members of the Florida Legislature, city and county commissioners, the Florida Congressional Delegation and others; communicates regularly with university faculty and staff regarding the University's position to appropriate governmental officials; summarizes and interprets governmental actions to the appropriate campus officials; systematically reviews and analyzes legislative, congressional and other proposals and policies relating.

PROGRAM DIRECTION AND DEVELOPMENT
In addition to those responsibilities listed above, the Executive Assistant coordinates visits, appearances and special events which involve public officials and performs other community relations activities as appropriate.

SUPERVISORY DUTIES AND RESPONSIBILITIES
Informs subordinates of all relevant University Regulations and Internal Operating Procedures and provides access to all related documents: Assesses and documents subordinates' ability to comply with all relevant University Regulations and Internal Operating Procedures; Employ measures of accountability for compliance with University Regulations and Internal Operating Procedures; Conducts and documents performance evaluations in a timely manner for each subordinate, in accordance with University Regulations and Internal Operating Procedures.

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19. SUBORDINATES: List class codes, official class titles, and position numbers of each position that reports directly to this position.
Senior Administrative Assistant #1682

20. SUPERVISOR'S POSITION: Number: 16750 Class Code: 9200 Class Title: University President

21. WORKING HOURS:
   a) Daily from 8:00 a.m. to 5:00 p.m.
   b) Total hours per week 40
   c) Explain any variations in work week, split shifts, on-call status, or rotations.

22. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.
   Makes recommendations to the President for budgetary expenditures in governmental relations.

23. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial to the successful operation of the University.)
   The Executive Assistant has the ability to treat this information carefully and to discuss delicate topics with both internal and external representatives without violating this trust.

24. KNOWLEDGE/SKILLS/ABILITIES:
   Knowledge of and ability to interpret and apply related federal, state, and local laws, ordinances, rules and regulations.
   Knowledge of and ability to interpret and apply related University policies and procedures.
   Knowledge of applicable computer applications and basic computer functions.
   Ability to establish and maintain effective working relationships.
   Ability to communicate effectively verbally and in writing.
   Ability to develop and implement policies and procedures.
   Ability to gather, interpret, report, and use information in support of the University's mission
   Ability to evaluate process effectiveness and develop changes or alternatives.

25. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:
   Please review statements below check all that apply.
   - This position requires a background check and/or fingerprinting.
   - This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
   - This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors' invoices and/or distribution of warrants to vendors.
   - This position requires licensure, certification or other special requirements described below.
     Licensed and in good standing as a member of the Florida Bar

26. SIGNATURES: Incumbent: Date: 9/24/08
   Supervisor: Date:
   Reviewing Officer: James H. Ammons Date: 9/24/08