

Alaska Mental Health Trust Authority Class Specifications

Class Title: Program Special Assistant
Reports to: Administrative Manager
Class Range: 17
Last updated: 10/23/2024

Under general direction of the Administrative Manager, the Program Special Assistant is responsible for the logistics, planning, and coordination of all Alaska Mental Health Trust Board of Trustees meetings and other large and complex Trust meetings, along with trustee communications. This position requires a high degree of independent work and decision-making and requires advanced proficiency with a broad range of software programs and meeting technologies.

Key Accountabilities

- Coordinates the logistics and hospitality of all large Trust meetings, to include trustee meetings, work sessions and retreats, Focus Area workgroups, and other internal or external meetings. This includes but is not limited to:
 - preparing agendas and meeting packets, and ensuring they are complete in time for public notice;
 - drafting public notices and posting meeting schedules online;
 - arranging and preparing meeting locations and facilities;
 - meeting equipment preparation and maintenance;
 - setting up and facilitating meeting links and teleconference numbers;
 - arranging food and other meeting hospitality; and
 - providing administrative support to ensure the meeting operates smoothly.
- Manages the court reporter contract.
- Receives meeting minutes and verbatim records from the court reporter and distributes to staff and trustees.
- Maintains all files of meeting documents, minutes, and verbatim records. Maintains historical database of meeting minutes online. Makes other updates to the Trust's website as requested.
- Researches meeting minutes and verbatim records and prepares reports as requested.
- Processes facility usage requests from outside groups and assists when needed.
- Acts as the main point of contact for facility maintenance requests and concerns.
- Provides backup administrative support, to include timekeeper functions, accounting functions, and internal meeting support.
- Some travel will be required.

Knowledge, Skills and Abilities:

- Thorough knowledge of standard business software such as Microsoft Word, Excel, Outlook, Teams, and PowerPoint for document creation, data management, presentations, scheduling, project management and document management.
- Thorough knowledge of virtual meeting platforms such as WebEx, Zoom, and Microsoft Teams.
- Experience with updating websites using WordPress.
- Ability to learn new software at an advanced level and train others.

- Considerable knowledge of common information technology equipment to include projectors, video conference equipment, teleconference equipment, and digital video cameras.
- Considerable knowledge and skill in designing and applying research techniques and methods for compiling, organizing, analyzing, and reporting data.
- Skill in analyzing complex issues and situations, drawing logical conclusions, and proposing viable solutions and courses of action.
- Ability to organize tasks, set priorities and coordinate a variety of detailed functions on tight deadlines under direction from several different professionals.
- Knowledge of corporate governance, such as board structures, roles, and responsibilities.
- Ability to comprehend, interpret and explain laws, rules, regulations, policies, procedures, and other instructions. Ability to identify and resolve potential concerns or bottlenecks.
- Ability to work independently.
- Ability to adapt to changing priorities and unexpected challenges.
- Ability to establish and maintain cooperative and positive relationships with trustees, leadership, coworkers, and external stakeholders.
- Excellent customer service, interpersonal, and oral and written communication skills.
- Basic knowledge of accounting principles

Minimum Qualifications:

Five years of professional experience assisting with planning, coordinating, and implementing meetings, events or administrative controls, work processes, and procedures for a program, project, business, or organization.

OR

A bachelor's degree from an accredited college or university in any field.

AND

Two years of professional experience assisting with planning, coordinating, and implementing meetings, events or administrative controls, work processes, and procedures for a program, project, business, or organization.