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COMPTROLLER

Commonwealth of Massachusetts

OFFICE OF THE COMPTROLLER

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OFFICE of the COMPTROLLER (CTR)

Executive Assistant to the Comptroller (MIV)

FY 2022-015

About the Office of the Comptroller

The Office of the Comptroller of the Commonwealth of Massachusetts is an independent and apolitical overseer of governmental and other funding sources, totaling more than \$94 billion in revenue and \$95 billion in spending in Fiscal Year 2021. In addition, the Office of the Comptroller oversees the Commonwealth's expenditure, payroll management, and major audit functions.

As stewards of the public trust, we aspire to inspire confidence by maintaining our core principles: clarity, integrity, and accountability.

The powers and obligations of the Office of the Comptroller are generally dictated by M.G.L. c. 7A.

Position Summary

CTR is seeking qualified candidates for consideration to fill one, full-time (37.5 hours/week) Executive Assistant to the Comptroller position. The Executive Assistant plays a critical role and is a supportive force whose primary responsibility is to support the Comptroller and First Deputy Comptroller. This support encompasses daily activities that ensure executive operations run efficiently. The Executive Assistant frequently interacts with CTR Senior and Leadership teams, members of the Comptroller's Advisory Board, and other agency Executive and Cabinet-level officials and personnel, as well as with staff from across CTR.

The Executive Assistant plans and orchestrates work to support and ensure the Comptroller and First Deputy Comptroller's priorities are met, and best practices are upheld. This position maintains and refines internal processes that support CTR's Leadership Teams, and ensures executive operations run with accuracy and efficiency.

This position demands excellent communication and writing skills, impeccable attention to details, strong ability to multitask with accuracy, and exceptional interpersonal skills that fosters collaboration and builds relationships across the Office and with CTR external partners.

Specific Duties

The specific duties of this position include but are not limited to the following:

- Manages scheduling for the Comptroller and First Deputy Comptroller, including but not limited to scheduling meetings, calls, and conferences.
- Responsible for managing, reviewing, creating, and distributing CTR Executive correspondence as directed
- Manages agendas, mail, email, and other CTR executive logistics
- Coordinates extensive calendar management, as well as flow of information to and from the executive team
- Performs administrative and office support including file management, content workflows, and database management
- Develops and maintains internal procedures and policies for administrative activities
- Coordinates and attends key team and public meetings as required
- Collaborates with leadership teams to compile materials, organize agendas and maintain multiple databases with key information and contacts
- Provides internal operational support for the Executive and Operations Team by coordinating needs, liaising with CTR's technical team, and working with Operations for onboarding and offboarding activities
- Collaborates with Communications Team to coordinate key agency contacts
- Exercises discretion and maintains professionalism and strict confidentiality with all materials
- Performs projects and assignments, as assigned.

Capabilities and Attributes:

This position requires a motivated self-starter with the following capabilities and attributes:

- excellent communication skills;
- impeccable attention to detail;
- superior time management;
- proven ability to multitask with accuracy
- ability to contribute and work productively as part of a team and equally as an individual contributor;
- positive attitude;
- capacity to remain flexible and learn new standards and guidelines as necessary; and
- ability to work well under pressure.

Minimum Entrance Requirements:

Applicants must have at least (A) four years of full-time, or equivalent part-time, professional, professional internship, administrative, supervisory, or managerial experience in:

Administrator and Program Manager: Business administration, business management, public administration, public management, clinical administration or clinical management

Or (B) any equivalent combination of the required experience and substitutions below.
Substitutions:

- I. A certificate in a relevant or related field may be substituted for one (1) year of the required experience.
- II. An Associate's degree in a related field may be substituted for one (1) year of the required experience.
- III. A Bachelor's degree in a related field may be substituted for two (2) years of the required experience.
- IV. A Graduate degree in a related field may be substituted for three (3) years of the required experience.
- V. A Doctorate degree in a related field may be substituted for the required experience.

Required Qualifications:

- Proven ability to handle confidential information with discretion, be adaptable to various competing demands
- Experience supporting executive level teams
- Experience developing and maintaining internal processes and filing systems
- Demonstrated strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Experience using Microsoft Office suite of tools
- Ability to successfully manage a future tracking system for meetings, projects, filings
- Positive attitude
- Team player, capable of being an individual contributor

Preferred Qualifications

- Experience with digital signature tools and workflows such as Adobe Sign and DocuSign
- Experience using and managing databases
- Knowledge of MA Open Meeting Law
- Ability to read and comprehend policies and procedures

Salary Range \$ 56,339.76 - \$ 105,498.74

This position is a management level IV.

Benefits Package:

CTR is pleased to offer a comprehensive benefits package for its employees and managers. The specific components and eligibility may vary based upon position classification, hours worked per week and other variables. Therefore, specific benefits for this position may be discussed as part of the interview and offer process.

This is a management position; as such, the successful candidate will be an employee at will. This position is non-civil service and not covered by a collective bargaining agreement.

The overall benefits available include paid vacation, sick and personal leave time, health, dental and vision insurance through the Commonwealth's Group Insurance, and optional pre-tax Health Savings Account plans. Details of the various plans and the cost split between employer and employee may be reviewed by looking at the Group Insurance website, <https://www.mass.gov/orgs/group-insurance-commission> and/or as part of the interview process.

CTR employees also participate in the Commonwealth's State Retirement Plan, which may become a Defined Benefit Plan for those that both vest and subsequently retire from State service. Follow this link for additional retirement information: <http://www.mass.gov/treasury/retirement/state-board-of-retire/>

In addition, CTR provides employees the opportunity to elect life insurance, long term disability insurance, deferred compensation savings, tuition remission, pre-tax commuter account plans, along with other programs.

CTR Hybrid-Work Model

CTR began operating its hybrid work model on November 1, 2021. Under this policy, employees are currently required to work a minimum of four business days per month (two set by management and two set by the employee) on-site at CTR's Boston office and may work remotely the remainder of the time at a location approved by their supervisor, so long as they comply with the requirements of the telework policy. Under this policy, all employees must be able to report to the Boston office with little or no notice, even including the same workday should an exigent circumstance arise. Therefore, a reasonable proximity to the office is necessary. CTR does not reimburse for employees to travel to the office.

In addition, the successful candidate may be required to work primarily on site in Boston during the initial training and orientation period and/or for certain positions a primarily on-site role may be necessary.

COVID-19 Vaccination Requirement

The successful applicant will be required to have received the full required regimen of vaccine doses of a COVID-19 vaccine (two doses of the Pfizer/Moderna vaccine or one dose of the Johnson & Johnson vaccine) prior to their start date, and may be required to demonstrate that they continue to maintain COVID-19 vaccination boosters in accordance with updated public health recommendations or policies that may be adopted by the Office of the Comptroller (e.g., staff shall obtain all recommended boosters.) Applicants who request to be exempt from the requirement for COVID-19 vaccination due to a documented medical condition that makes vaccination medically contraindicated or based on a sincerely held religious beliefs must obtain approval for such an exemption from the Office of the Comptroller before their start date.

Details relating to how to comply with this requirement which includes weekly testing may be discussed with CTR's Chief Human Resources Officer during the selection process.

Commitment to Diversity:

CTR is committed to building a diverse staff at all levels across its entire agency.

CTR IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Application Process:

The Office of the Comptroller encourages interested candidates that meet the minimum entrance requirements and qualifications to apply for this position.

Interested candidates must submit their materials electronically, by **E-mail** no later than 5:00 pm, on **June 17, 2022**.

Submissions should include the following:

- a cover letter; and
- resume.

Candidates chosen to advance to a second-round interview will also be required to submit:

- a writing sample; and
- three professional references.

Please include position title and posting number in the subject line of your submission. Your application package should be submitted to:

CTR-HR@mass.gov

Late submissions may be considered solely at the discretion of CTR.

Required Background Check – Including Tax Compliance:

CTR requires a background check on all prospective employees as a condition of employment.

Candidates should know that the background check is not initiated until:

1. A candidate is invited to a second or subsequent interview and
2. The candidate has signed the Background Check Authorization Form and related releases.

This background check includes:

- a Criminal Offender Record Information (CORI) check,
- Federal IRS and
- Commonwealth Department of Revenue state tax compliance.

Candidates with advanced degrees and professional licenses may have these credentials verified.

Individuals other than those references provided by a candidate may be contacted in the course of completing a full background and qualification check.

Further Information:

Please visit <https://www.macomptroller.org> for more information about the Office of the Comptroller.