



Physicians Caring for Texans

TEXAS MEDICAL ASSOCIATION JOB DESCRIPTION

DEPARTMENT TEXPAC

TITLE Administrative Manager

SUPERVISOR Director, TEXPAC

BASIC FUNCTION

To provide administrative support to the TEXPAC department and assist the Legislative Affairs department and Division of Advocacy as needed.

MAJOR RESPONSIBILITIES/TASKS

1. Prepares Federal Election Commission report quarterly.
2. Prepares Texas Ethics Commission report monthly.
3. Answers telephone calls from legislators and TMA members.
4. Assists in the planning of PAC and candidate fundraising functions for the primary and general elections.
5. Assist department in printing and mailing invitations for fundraisers.
6. Prepares checking account deposits, political contribution checks, and other checks as necessary.
7. Prepares AMPAC membership report monthly and transfers appropriate funds.
8. Import IMIS transactions into VOCUS.
9. Prepares materials for quarterly TEXPAC Board of Directors meetings, CEC meetings and Executive Committee meetings.
10. Prepares membership and financial reports for the TEXPAC Board.
11. Staffs TEXPAC booth during quarterly meetings.
12. Prepares correspondence as required by Department Director.
13. Plans TEXPAC Board meetings.
14. Handle daily clerical tasks.
15. Distribute legislative materials to members, legislators, and various contacts.
16. Performs other duties as directed or required.

SUPERVISORY RESPONSIBILITY

Supervisory responsibility of interns and periodic temporary clerk activities.

INDEPENDENCE/SUPERVISION RECEIVED

Duties are performed under general supervision according to generally prescribed guidelines. Employee is responsible for judgment that is exercised regarding selection and interpretation of methods and procedures to be used personally.

Access to Protected Health Information (PHI)

This position does not require or permit the employee to have regular access to PHI. Employee shall receive training regarding state law, federal law, and TMA policies and procedures concerning PHI as necessary and appropriate to perform his or her work responsibilities. All TMA workforce members are responsible and accountable for maintaining the confidentiality, integrity and availability of PHI in accordance with applicable law and the TMA Texas and Federal Privacy and Security Policies and Procedures.

GENERAL QUALIFICATION REQUIREMENTS

Knowledge and Experience:

Requires concentrated understanding of a specialized area of knowledge normally acquired through four years of high school, plus one to three years of college or vocational school, and equivalent experience. Knowledge of the political process considered a plus. Must be willing to register as a lobbyist if needed.

Skills and Abilities:

Ability to understand and follow oral and written instructions and to deal effectively with other TMA employees. Must be organized and able to manage multiple tasks. Ability to plan work, evaluate facts, determine courses of action, and deal effectively with members and the public. Must type 60 wpm. Ability to meet deadlines while working with accuracy.

TO APPLY:

Please go to www.texmed.org

- About TMA
- Work at TMA
- Employment Opportunities at TMA

Follow the application instructions for consideration. No walk-ins, faxes or phone calls, please.