

EXECUTIVE ASSISTANT

JOB SUMMARY

Under direction, performs a broad range of difficult, complex, and sensitive clerical, administrative, and office management duties for the Executive Director, members of the Board of Directors and Executive Committee, and management staff; independently organizes and completes assigned tasks; maintains complex filing systems; effectively handles confidential matters; and performs other related duties as assigned.

MAJOR DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Performs clerical, administrative, and office management duties in support of the Executive Director, members of the Board of Directors and Executive Committee, and management staff.
- Prepares contracts and resolutions, subject to review.
- Greets and assists public safety personnel, public officials, and members of the public.
- Screens callers and makes appointments.
- Prepares and edits correspondence, staff reports, memos, and activity reports.
- Schedules appointments and meetings and arranges for travel or staff attendance at conferences, workshops, and professional functions.
- Assists executives with preparation of agendas and staff reports, and supporting documents for meeting and presentation purposes.
- Prepares agenda packets, takes minutes, and performs follow-up for meetings subject to the Ralph M. Brown Act, including meetings of the Board of Directors, Executive Committee, User Committee; and various Task Force and other meetings;
- Indexes and maintains complex filing systems, keeping various records and data current.
- Handles confidential or sensitive matters.
- Prepares personnel documents and maintains personnel files and confidential information.
- Has primary responsibility for answering incoming telephone calls and performing reception duties.
- Responsible for taking requests for technical equipment repair and documentation.
- Submits information to and obtains information from outside agencies to support Authority programs.
- Assists with recruitment activities, including application processing, examination and interview coordination, onboard processing, and registration and liaison duties with career fair opportunities.
- Assists with management of employee medical, dental, and vision benefits.
- Maintains office equipment.
- Purchases office supplies and equipment and researches information regarding vendors, contractors, and consultants; compiles budgetary data and tracks account expenditures, as needed.

- Conducts surveys and replies to requests for data; researches Authority and departmental records; prepares tables and exhibits; explains policies and practices; draws conclusions and recommends actions.
- Organizes, prepares, and updates Authority and departmental records and archives, and may recommend how this information may be used in various reports; administers departmental document retention schedule activities in compliance with Authority guidelines.
- Administers contracts and requisitions for professional services and a variety of other materials, equipment, and services; oversees payments of invoices and claims.
- May work weekends and/or holidays as required.
- Provides excellent customer service.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION:

- Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration, or a closely related field.

EXPERIENCE:

- Four years of recent, paid and progressively responsible administrative support experience. Recent experience providing complex clerical and technical support to a Department Head or Division Head is desirable in a public sector environment is desirable.

LICENSES:

- Possession of a valid California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- Administrative processes and procedures.
- Office administration practices and procedures.
- Correct english usage, including spelling, grammar and punctuation.
- Basic functions of public agencies, including the role of governing bodies and elected and appointed officials.
- Rules and procedures governing public notices and conduct of public meetings.
- Word processing, spreadsheet, and graphics software applications.
- Record keeping, filing, purchasing, and accounting practices and procedures.
- Research methods.
- Customer service practices.

SKILL IN:

- Using a personal computer and applicable software applications, including Microsoft Office Suite (Word, Excel, PowerPoint).
- Reading, writing and communicating at an appropriate level.

- Typing at a net rate of 45 words per minute.

ABILITY TO:

- Compose correspondence and many different instruments, such as acknowledgements, resolutions, minutes, and others.
- Maintain a calendar of activities, and to expedite various actions and proceedings.
- Work cooperatively with authority officials, other agencies and the public.
- Operate modern office equipment and computer hardware;
- Use word processing, spreadsheet, graphics, and specialized software applications programs;
- Plan, organize and prioritize administrative assignments to meet deadlines;
- Take minutes and provide administrative support to the executive director, members of the board of directors and executive committee, managers, and various committees;
- Communicate effectively, both orally and in writing;
- Proofread and prepare clear, accurate, and concise records and reports;
- Establish and maintain effective working relationships with staff, management, elected and appointed officials, vendors, contractors, consultants, public and private representatives, and others encountered in the course of work;
- Exercise tact and diplomacy in explaining and obtaining compliance with administrative procedures;
- Establish and maintain departmental files and confidential records.