

**Job Description
Executive Assistant**

Job No. AD015

Salary Range: 43 Exempt - Confidential

Position Summary:

Under direction of the General Manager and the Assistant General Manager, the Executive Assistant provides support for the General Manager, Assistant General Manager and Secretary-Treasurer.

Duties/Responsibilities:

Essential duties include, but are not limited to, the following:

- Gathers and organizes a variety of information and materials for the General Manager and Assistant General Manager.
- Assist with schedules meetings and appointments and maintains appointment calendars for management positions as assigned.
- Receive and screen visitors and telephone calls to the General Manager; deal with the public, government officials, and personnel referred to the Manager's office.
- Coordinate executive communications, including taking calls, responding to emails and interfacing with clients.
- Establishes and maintains a variety of office and Department files.
- Gathers and organizes a variety of information and materials.
- Preparing correspondence for the General Manager and Assistant General Manager.
- Reviews letters, reports, records and other items for accuracy, completeness.
- Scans documents and maintains filing system.
- Serves as back-up administrative support to the Secretary-Treasurer as needed.
- Uphold a strict level of confidentiality.
- Develop and sustain a level of professionalism among staff and the public.

Additional duties include:

- Runs errands, including delivering agendas, banking, and postal trips.
- Represents the Agency by attending and participating in conferences, outside community and professional groups, and committees.
- Performs other duties as assigned.

Qualifications:

Any combination of education and experience that provides the knowledge, skills, and abilities as described herein.

Experience: Ten years of increasingly responsible experience in performing a variety of office and administrative support work.

Licensure/Certification:

- Valid California driver's license is required.

Knowledge of:

- Word, Excel, and Outlook.
- Modern office equipment (phone, computer, printer, copier, fax).

Skills to:

- Use standard software for word processing, internet publishing, and document editing.
- Strong organizational, project management and problem-solving skills with impeccable multi-tasking abilities

Ability to:

- Communicate effectively both orally and written with coworkers, vendors, and customers.
- Take and transcribe notes and minutes of meetings at a sufficient rate to meet job demands.
- Read and write at the level necessary for successful performance of job duties.
- Perform needed duties after normal business hours.

Physical Requirements:

On a daily basis, this position requires the ability to sit for extended periods of time, use fingers to grasp or pinch an object, walk, talk, and hear. The incumbent typically works inside.

Additionally, on a daily basis, this position requires the ability to see at an arm's length and perform work in a field of vision typically gained by use of both eyes.

On a frequent to occasional basis, this position requires standing, pushing, and reaching.