

EXECUTIVE ASSISTANT/OFFICE MANAGER

*Class specifications are intended to present a description list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a wide variety of general clerical duties in support of the CEO; provide staff support and perform complex administrative duties for the CEO; provide support to human resources and desk technology support to staff; provide administrative and office support to the management team as assigned; human resource assistance support to management team; work on assigned data analysis and special projects; and perform other work relative to the assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision and takes direction from the CEO or their designee.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Provides administrative and clerical support to the CEO; performing mid-level to complex professional work requiring analytical and research skills.
2. Manage CEO schedule, calendar and appointments. Organize meetings and conference calls as requested. Answer phones, take messages and field answers for routine questions. Coordinate travel arrangements as requested.
3. Maintain accurate records and filing systems for assigned departments.
4. Serve as secretary to committees, prepare agendas, take and transcribe minutes, collect and distribute materials and information
5. Assist with tracking hours for billing agency contracts and intergovernmental agreements.

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6. Assist with the organization and coordination of the monthly Board of Commissioners meetings including making logistical arrangements, confirming quorum, and posting agendas.
7. Type, proofread and process a variety of documents including general correspondence, memos, presentations and statistical charts.
8. Work independently as part of the executive management team on special and ongoing projects, which may include planning and coordination of presentations, gathering and disseminating information, coordinating meetings, drafting responses, and other identified milestones of the project.
9. Develop and implement office policies by setting up procedures and standards to guide the operation of the office as assigned.
10. Participate actively in the planning and execution of YCH events.
11. Create agency publications (ex: Annual Report) and presentations as assigned.

Human Resource

12. Assist with new hire processes including recruitment, interviews, selection and on-boarding of employees to management team.
13. Gather and summarize personnel data and records as needed during collective bargaining.
14. Receive confidential and sensitive personnel information; maintain personnel records; and regularly update agency HRIS database.
15. Assist with filing and monitoring workers' compensation claims.

I.T. Support

16. Provide technical support and assistance within the organization for copiers, telecommunications, data software and hardware systems.
17. Maintain inventory control of issued technology devices (cell phones, iPads, etc.)
18. Issue technology devices to new employees and respond to equipment maintenance requests as required.
19. Assist in the maintenance of the Agency's website, continued improvement and oversight of posted content.

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20. Remain updated on technical knowledge of agency database software systems through available training and educational opportunities developing expertise in customized reporting.
21. In accordance with Government Code 3100, perform the duties as disaster services worker as assigned in the event of a declared disaster or state of emergency by the Yolo County Housing Executive Director, Yolo County OES and/or the State of California DHS.
22. Perform all duties in a safe and conscientious manner following the YCH Injury Illness and Prevention Guidelines, reporting all injuries within 24 hours to your supervisor or member of the management team; reporting any safety concerns to your supervisor, member of the management team, or member of the YCH safety committee.
23. Abide by the YCH Risk Control Policy Statement assuring the highest level of safety and well being of residents, tenants, employees, volunteers and visitors, abiding by all applicable laws and regulations which govern the health and safety of all, and employing risk control methods where feasible to prevent and control losses. Report any observed or reported health, safety, and risk concerns to your supervisor, a member of the management team, or member of the YCH risk control committee.
24. Perform related duties and responsibilities as required and/or assigned.

QUALIFICATIONS

Knowledge of:

- Principles of business letter writing and basic report presentations. Proper grammar, spelling, punctuation, and composition of client and agency letters.
- Office procedures, business mathematics application, computer office equipment and procedures, and statistical recordkeeping methods.
- Advanced computer software skills.
- Basic personnel principles and practices.
- Application of filing, indexing and cross-referencing methods.
- Operation of standard office equipment.
- Principles and procedures of record keeping, reporting, and filing systems.

Ability to:

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- Perform responsible administrative and clerical work with accuracy.
- Determine work priorities, work independently and follow through on tasks.
- Analyze and prepare reports for assigned projects.
- Communicate clearly and concisely, both orally and in writing.
- Use good judgment and problem solving skills.
- Maintain accurate records and files including verification of data with attention to detail.
- Operate a personal computer using various applications and related programs, including standard, as well as proprietary software.
- Deal diplomatically and sensitively with clients, contractors, vendors, other agency representatives, and the general public.
- Respond to requests and inquiries from the public.
- Maintain confidentiality of sensitive information.
- Follow policy and adhere to procedures.
- Learn and interpret pertinent Federal, State, and local codes, laws, and regulations.

Education/Experience:

- HS Diploma or GED required **and**;
- Associates Degree plus two years of administrative support experience **or**;
- Bachelor's Degree is desirable **or**;
- Five years of increasingly responsible secretarial and administrative support experience plus one year of support service to a management level administrator in an organization.

Physical Demands:

Essential functions require maintaining physical condition necessary for sitting or standing for prolonged periods of time in an office environment. Have hand strength and the manual dexterity to operate keyboard equipment. Must be able to stretch,

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bend, and lift up to 10 pounds. Reasonable accommodations for physical requirements will be considered and made on a case-by-case basis. Requests for reasonable accommodation can be made to the General Director.

Special Requirements:

- Current automobile insurance in accordance with California law and, a valid California driver's license, including a driving record acceptable to the YCH insurance company and insurable by YCH insurance carriers is preferred.
- Provide required proof of legal right to work in the United States.
- Public employees under Government Code 3100-3109 are required to perform duties as disaster service workers in the event of a natural, man-made, or war-caused emergency. To prepare for this service, employees in this classification code are required to complete, at a minimum, NIMS 100 Certification within their first year of employment.

Yolo County Housing is an equal opportunity employer.

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