



## Executive Assistant

**Job Title:** Executive Assistant

**Salary Range (DOQ):** \$27.00-32.82/hr.

**Schedule:** 40 hours/week

**FLSA Status:** Non-Exempt

**Approved By:** Commission Executive Committee

**Reports to:** Executive Director

### Position Summary

Under the general supervision of the Executive Director, the Executive Assistant (EA) oversees support services for First 5 Mendocino. They perform a wide variety of complex and highly responsible management and secretarial duties that provide administrative and technical support to the Executive Director and the Commission in its mission to support the healthy development of young children.

The EA relieves the Executive Director and other professional staff of complex, routine administrative and technical details; serves as the initial contact with the public including representation at interagency meetings; analyzes and anticipates needs; prepares and/or monitors contracts and related documents; and performs other related duties as assigned.

They implement special projects for the agency and engage in research for grant and contract procurement. The EA arranges meeting logistics, maintains paper and electronic files.

**Essential Duties and Responsibilities** of the Executive Assistant include, but may not be limited to:

- Works and communicates effectively with Commission staff, members, grantees, and partners;
- Maintains accurate scheduling, records, contracts, electronic and paper files and online database;
- Arrange meetings and comply with Brown Act requirements;
- Oversees office organization, set-up and maintenance activities to ensure staff and fiscal efficiency;
- Assist the business office with various tasks, including handling and filing confidential information, some basic fiscal duties and contracts maintenance;
- Strong organizational and prioritization skills;
- Works effectively under pressure and can handle multiple assignments and interruptions;
- Utilize proper channels of communication to express concerns or conflicts in a constructive manner, offering input into problem resolution;



- Enjoys new projects and takes initiative;
- Demonstrate sensitivity to working with culturally, economically and/or socially diverse populations;
- Experience in a professional office environment. Proficient in Office 365 programs, Microsoft TEAMS, Zoom, Survey Monkey, QuickBooks and PowerPoint;
- In addition to excellent English communication, bi-literate and bilingual Spanish preferred.

### **Minimum Qualifications and Competencies**

- Strong oral and written communication skills;
- Strong organizational and prioritization skills;
- Good public relations, conflict management and meeting facilitation skills;
- Consistent and professional work demeanor;
- Knowledge of local and non-local resources;
- Demonstrated capacity to handle multiple tasks, projects and meet deadlines.
- Ability to work in a team environment, while also working independently.
- Ability to handle escalated situations safely and appropriately.
- Ability to represent core agency/program values and principles in a variety of settings.
- Must maintain confidentiality with sensitive information.

### **Qualification**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

- Requires minimum of a high school diploma or equivalent and 3 years of practical experience or an AA degree or higher and 1 year of practical experience in business administration at a supervisory or management level.
- A combination of education and experience would likely provide the qualifying knowledge and abilities.



## Language Skills

- Ability to read and interpret documents.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before the Commission, staff and clients.
- Ability to use interpersonal skills of tact, patience, and courtesy when communicating.
- Ability to speak, read and write fluently in both Spanish and English is preferred.

## Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## Reasoning Ability

- Ability to apply common sense understanding to carry out complex instructions furnished in written, oral, or diagram form.
- Diplomacy in resolving conflicts and integrating differing perspectives.
- Demonstrate effective critical reasoning and problem-solving skills.
- Model effective self-management and coping techniques.
- Ability to research and summarize findings for stakeholders.

## Computer Skills

- Proficiency in data entry, QuickBooks, Microsoft Office 365 Suite especially Word, PowerPoint, and Excel.
- Familiarity with Zoom platform, and other virtual programs.
- Possess or obtain upon employment, a valid California Driver License with a clean driving record;
- Provide and maintain proof of automobile insurance;
- **Pre-employment Requirements** Pass the fingerprint/background requirements for the Department of Justice, FBI and Child Abuse Database.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is quiet to moderate depending on the day's activities. The employee may be asked to work remotely from home and/or travel within county limits as part of their regular work duties.

### **Compensation**

First 5 Mendocino will offer a competitive compensation package including base salary, comprehensive health benefits package, retirement plan, and vacation benefits.

### **How to Apply:**

Send Cover Letter and Resume to Jenna Flesch, Business Manager, via email at [jenna@first5mendo.org](mailto:jenna@first5mendo.org) or 166 E. Gobbi St., Ukiah, CA 95482 by December 30, 2022.