



NORTH CENTRAL COUNTIES CONSORTIUM

1110 Civic Center Blvd., Ste. 402A • Yuba City, CA 95993

(530) 822-7145 • www.northcentralcounties.com

ANNOUNCEMENT OF JOB OPPORTUNITY

Executive Assistant Full-time

The North Central Counties Consortium (NCCC), a designated Workforce Development Area under the Workforce Innovation & Opportunity Act, administers federally funded job training & employment programs in Colusa, Glenn, Yuba and Sutter counties. NCCC is located in Yuba City, California and is recruiting for an **Executive Assistant** to become an integral member of NCCC's team.

SALARY RANGE: \$54,506 to \$73,473 annually based on qualifications
Full benefit package of medical, dental, vision, PERS retirement and life insurance coverage

JOB PROFILE:

Perform a variety of lead administrative and office support activities. Assists staff with special projects as necessary. Responsible for ensuring front office continuity and flow of information to staff and NCCC Governing and Workforce Boards. Responsible for ensuring timely and effective delivery of administrative support services. Serves as direct administrative assistant to Executive Director. Responsible for maintaining knowledge and application of the Brown Act related to Board meetings and serve as administrative staff to both Boards.

KNOWLEDGE REQUIRED:

- Modern office organization, planning, methods and procedures
- Software applications (e.g., Microsoft Office software) including database, word processing and spreadsheet development
- Proper office telephone techniques
- Business report/correspondence writing
- Brown Act requirements and other public meeting procedures
- Use of proper English, grammar, spelling, vocabulary and punctuation
- Agency procedures and operations
- Purposes, methods and practices of administrative record keeping
- Customer service and relation techniques
- Government and publicly funded program procedures
- Current laws and regulations relative to public meetings of elected officials

REQUIRED ABILITIES:

- Analyze situations effectively and make decisions on procedural matters
- Plan, organize and prioritize assigned workload to meet established time lines
- Effectively interpret and apply agency procedures, rules and regulations; applying sound judgement within the scope of authority

- Maintain and establish a variety of records and files
- Operate standard office equipment including a typewriter, calculator, copier, computer, printer, fax machine and mail postage machine
- Typing speed of 55 wpm or more
- Take dictation or operate transcription equipment and computers at a rate and degree of accuracy required for successful job performance
- Maintain the confidentiality and security of sensitive information and files
- Research information by collecting data from a variety of sources
- Communicate effectively and tactfully in both oral and written form
- Establish and maintain effective working relationships with those contacted in the performance of the required duties
- Manage multiple priorities effectively
- Work effectively in a fast paced environment
- Adapt effectively to on-going organizational and environmental change
- Problem solve positively and effectively
- Adhere to organizational structure and protocols

REQUIRED LICENSE OR CERTIFICATE:

- Possession of, or ability to obtain, a valid California Driver's License
- A Typing Certificate with minimum speed of 55 WPM. Certificates can be obtained at Yuba or Sutter County One Stop Centers.

REQUIRED EDUCATION/EXPERIENCE:

AA degree in business, administrative support, or related field and at least three years of related experience preferable in public office. Additional Work Experience may be substituted for education.

APPLICATION PROCEDURES: *Applications will not be processed unless all required materials have been received by this office on or before the application deadline.*

A complete application file will consist of the following:

- 1) Agency Job Application
- 2) Resume
- 3) 2 Letters of Recommendation
- 4) Typing Certificate with a minimum 55 WPM

All application materials must be submitted to **North Central Counties Consortium**, 1110 Civic Center Blvd., Suite 402A, Yuba City, CA 95993 or may be emailed to Irma Sanchez at isanchez@ncen.org.

For more information and an application visit <https://www.northcentralcounties.com/> or contact Irma Sanchez at isanchez@ncen.org or (530) 822-7145.

APPLICATION DEADLINE: Friday, September 29, 2023 @ 5:00 p.m.

***** SEE JOB DESCRIPTION *****

NCCC is an equal opportunity employer/program
Auxiliary aids and services are available upon request to individuals with disabilities.