

**NORTH CENTRAL COUNTIES CONSORTIUM
(NCCC)**

Job Title: EXECUTIVE ASSISTANT

Responsibility Summary:

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.

Reporting Supervisor: Executive Director

Typical Duties:

1. Perform and handle routine and sensitive administrative tasks.
2. Perform office receptionist functions such as receiving and directing visitors, screening telephone calls, managing incoming/outgoing mail.
3. Prepare and/or coordinate the preparation and distribution of public agendas for Board meetings; arrange conference calls; schedule and set up facilities for Board meetings.
4. Prepare travel expense forms and stipends as required by Board members.
5. Serve as recorder at Board and agency meetings; take notes and prepare the official minutes for appropriate review and distribution; obtain Board signatures on documents as needed.
6. Maintain official minutes and records of Board meetings.
7. Receive and maintain confidential information.
8. Review and finalize reports, correspondence, minutes, policies, memos, forms, resolutions and other documents from rough drafts or verbal instructions.
9. Maintain and update agency policy and procedure manuals as necessary.
10. Provide information regarding agency policies, procedures and requirements as assigned.
11. File Statements of Economic Interests for staff, Board members and Consortium service providers in compliance with NCCC's Conflict of Interest Code.
12. Schedule meetings for staff and Board members; prepare needed information for meetings and distribute as appropriate.
13. Compile and organize information for preparation of special reports as assigned.
14. Transmit information and decisions on behalf of staff to various employees, agencies and community leaders as assigned.
15. Establish, maintain and update administrative and confidential files.
16. Order and maintain all office supply inventories.
17. Procure goods and services as requested.
18. Assist with NCCC website content and updates.
19. Coordinate maintenance and servicing of all office equipment and machinery.
20. Attend workshops, read literature and maintain a current working knowledge of all Federal, State and local employment laws and regulations as applicable.

21. Organize, establish and maintain filing and record keeping systems.
22. Provide information and support to service provider staff as necessary.
23. Ensure that a high level of customer service is experienced by all Consortium customers.
24. Perform other related duties as required.

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.