

## **JOB DESCRIPTION EXECUTIVE ASSISTANT**

The Executive Assistant is a non-exempt position authorized by the March Joint Powers Commission (JPC) and appointed by the Executive Director of the March Joint Powers Authority (JPA). The person shall be selected after a recruitment process that ensures equal employment opportunity to all candidates in accordance with the "Employee Recruitment and Selection" policy approved by the JPC.

### **POSITION**

The Executive Assistant is a non-exempt position that provides support to the Executive Management staff in the planning and implementing the use, reuse and redevelopment of surplus properties at March Air Force Base (AFB). Under direction of Executive Management and Supervision of the Office Administrator, tasks to be performed will include a variety of administrative, fiscal, and program activities.

The individual will be required to carry out varied clerical and administrative needs of Executive Management in an accurate and timely manner with a minimal amount of ongoing supervision. The individual who holds this position will also provide back up for the Office Administrator as the Clerk/Secretary to the March Joint Powers Commission, the governing body for the March Joint Powers Authority. In addition, this position will provide back up to other administrative staff as needed.

### **QUALIFICATIONS**

#### Education and Experience:

1. High school graduate - Associate degree desirable;
2. Experience in Public Administration, Business Administration, or a related field desirable;
3. Minimum of five years increasing professional administrative experience required;
4. Demonstrated excellent communication and grammar skills;
5. Demonstrated administrative skills that support the role as Executive Assistant, including proficiency in use of personal computers, MS Office (Outlook, Word, Excel, PowerPoint), office equipment and telephone systems;
6. Knowledge of the Inland Empire and surrounding areas.

#### Licenses and Certificates:

1. Valid California Driver's License.

#### Other Considerations:

1. Demonstrated ability to work with minimum direction to complete new and varied tasks and assignments in a timely accurate manner;
2. Experience in monitoring, managing and maintaining Executive Management calendars, arranging meetings, conferences, travel, etc.;
3. Ability to effectively work with a diverse staff to accomplish organizational and management goals;
4. Ability to be flexible in work scheduling, hours of work at the office and to periodically attend pre or post-business hour meetings;
5. Basic understanding of requirements of fiscal management practices;
6. Ability to maintain a high level of confidentiality;
8. Ability to learn the JPA program and to complement the other professional positions;
9. Ability to arrange and keep public records for the Authority.

### **POSITION RESPONSIBILITIES**

Following is a listing of duties that are representative of the Executive Assistant's job responsibilities.

1. Perform all clerical and administrative tasks for Executive Management;
2. Perform a variety of administrative research and technical assignments;
3. Handle and route all mail and phone calls for Executive Management;
4. Maintain files and records for Executive Management;
5. Typing of letters, reports, etc. at a minimum rate of 60 words per minute;
6. Transcribe dictated letters;
7. Act as telephone back up to the Front Office Receptionist as needed.
8. Answer or direct questions regarding the functions, programs, and services of the JPA;
9. Assist members of the JPC as needed on organization business;
10. Carry out policies as set by the JPC and/or the management staff;
11. Act as back up Clerk/Secretary to the March Joint Powers Commission, the Redevelopment Agency, the Utility Authority and the Airport Authority and the Technical Advisory Committee (TAC);
12. Transcribe minutes for the JPC, TAC, and other public meetings;
13. Assist in the preparation of meeting agendas, notices and packets;

The preceding description of position duties is not all inclusive. The Executive Assistant must be flexible and able to provide assistance in varied other activities that may prove to be beneficial to the efforts of the JPA.

### **SUPERVISION AND AUTHORITY**

The Executive Assistant is supervised by the Office Administrator of the JPA. Under the direction of the Office Administrator the Executive Assistant will carry out business required by the JPA. This includes, but may not be limited to, the job responsibilities examples listed above.

## **PROBATIONARY PERIOD**

The Executive Assistant will enter a probationary period on the first day of employment lasting for six months. A satisfactory review at that time will result in the employee's completion of the probationary period. A less than satisfactory review can result in an extended probation or dismissal.

## **PERFORMANCE REVIEW**

Upon successful completion of the initial probationary period, the performance of the Executive Assistant will be reviewed annually. The content of this review will be the basis of salary adjustments, promotions, demotions, or dismissal. The review will be based on the Office Administrator's assessment of the person's effectiveness in performing the duties outlined in this job description.

## **SALARY AND BENEFITS**

The Executive Assistant is a non-exempt employee. The salary for the Executive Assistant falls in an approved salary range of \$41,600 to \$65,599 annually.

A benefits package will be provided to the Executive Assistant that is consistent with the current policies of the March JPA with respect to non-management employees. Currently this includes full payment of Public Employees Retirement System contributions, a benefit bank of \$11,725, two weeks annual vacation and 11 paid holidays.

This job description may be amended from time to time to meet the changing needs of the organization.

**The March Joint Powers is an Equal Opportunity employer.**