



ADMINISTRATIVE SECRETARY

Reports To: Executive Director
FLSA Status: Non-Exempt
Hourly Salary: \$22.60

SUMMARY

Under the supervision of the Executive Director, performs administrative support services for the organization as a part of the administrative team. Performs a wide variety of complex or technical clerical work, including specialized and confidential secretarial work on special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

- Acts as primary contact for the Executive Director, including, but not limited to answering & screening telephone calls, responding to questions and requests on behalf of the Executive Director and providing appropriate referrals.
- Types forms, reports, letters, memos, legislation, rosters, budget information, statistical data, charts, graphs, tables, PowerPoint presentations, and transcribes minutes of meetings with or without instructions.
- Schedules appointments for the executive and arranges conferences/speaking engagements.
- Handles confidential and non-routine information
- Manages Executive Director's calendar and schedules appointments & meetings, including room arrangements, equipment setup, and preparation of materials and handouts
- Performs confidential and personal secretarial services including making travel arrangements, attending meetings on behalf of the executive, maintaining assignment controls, and relieving the executive of routine administrative details.
- Assists with special projects
- Research and orders supplies
- Performs duties and responsibilities as the IHSS/Public Authority Advisory Committee including
 - Preparation of agendas, correspondence, letter, memorandums, meeting handouts, and transcribes minutes of meeting
 - Preparing meeting packets for distribution to committee members
 - Maintaining business records associated with the committee
 - Sending member appointment letters to County Chief Administrative Officer for approval
 - Sending IHSS/Public Authority Advisory Committee documents, including the roster and various reports, to the San Diego County Clerk of the Board as needed.
 - Providing the IHSS/Public Authority Advisory Committee meeting agenda and minutes and e-mailing agenda and minutes to non-members upon request.
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

INTERACTION

This position continually interacts with all Public Authority staff, vendors, County of San Diego staff, United Domestic Workers, IHSS/Public Authority Committee members, and the public.

EDUCATION and/or EXPERIENCE

Two years of college level education or Associate Degree AND three (3) years of administrative assistant/executive secretary experience performing a range of progressively increasing personal and confidential secretarial duties. Related work experience may be substituted for education requirement.



KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

- Ability to exercise tact, objectivity, sensitivity, strategy, and judgment in dealing with a variety of populations in a variety of situations
- Ability to read, interpret and apply simple to complex instructions, procedures, emails, and other correspondence
- Thorough knowledge of business English (including spelling, grammar, punctuation, and vocabulary) and ability to prepare simple to complex written correspondence and reports
- Thorough knowledge of standard keyboarding and business document layouts and formats
- Ability to effectively present information in a one-on-one and group situations to PA and County staff
- Ability to communicate fluently in English is required. Ability to communicate fluently in Spanish or other second language is desirable
- Proficient use of Windows operating systems and MS Office Suite programs including Outlook, Word, Excel, and PowerPoint.
- Knowledge of clerical, office and record keeping procedures including alphabetic, numeric, subject, and chronological indexing and filing rules and systems
- Attention to detail when updating and accurately maintaining records and documents, reviewing, and verifying information, and resolving errors and discrepancies discovered in the course of work
- Exercise appropriate judgment and confidentiality in answering questions and releasing information
- Ability to multitask with competing demands
- Adaptable and flexible with job demands. Must attend to many meetings with the PA staff
- Availability to drive personal vehicle in the performance of Public Authority work to attend meetings or other Public Authority functions or requirements

OTHER REQUIREMENTS

Successful completion of Department of Justice criminal background check and a federal debarment and exclusion list review, possession of a valid class C California Driver's License, and ability to provide proof of current automobile insurance. May be required to use own vehicle.

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, talk, hear, stand for extended periods of time, fine finger manipulation, reach with hands and arms, and stoop. Specific vision abilities include close vision, and ability to adjust focus and view information on a computer screen for long periods of time. Ability to lift and carry up to 20 pounds with or without assistance. Additional assistance and/or support must be obtained for any lifting or carrying more than 20 pounds.

WORK ENVIRONMENT

The work environment characteristics 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.

The noise level in the work environment is usually moderate. The Hybrid work environment varies between an office setting, remote working from home.