



**California  
Human Development**

Creating opportunities for people to rise above barriers in their pursuit of better lives

<b>PROGRAM/DEPARTMENT:</b> Administration  <b>LOCATION:</b> Santa Rosa	CHD is committed to implementation of an Affirmative action Policy and the Americans with Disabilities Policy in its recruitment, selection, and placement of all personnel.  CHD is an Equal Opportunity Employer	
<b>JOB DESCRIPTION TITLE:</b> Executive Team Assistant	<b>POSITION STATUS:</b> Regular Full Time	<b>FLSA STATUS:</b> Exempt
<b>SALARY:</b> Grade 9	<b>PROGRAM HOURS:</b> .Regular Business Hours plus Board Meetings	

**SUMMARY:** This position provides general administrative support to the CEO and Executive Team members. The Board support aspect of the position will be to organize and coordinate all activities, special projects and documents of the Board of Directors of CHD. Additionally this position coordinates and supervises the front desk and reception staff to ensure excellent customer service and ensures the smooth flow, tracking and completion of administrative paperwork, including meeting and logistical support for the members of the Executive Team.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:**

Under the supervision of the CEO, the Executive Team Assistant’s duties include:

- **Board Support**
  - a. Records and archives Board Minutes and actions for CHDC’s Board of Directors and its subsidiaries.
  - b. Maintains file of all resolutions acted on and approved by the Board
  - c. Logistics of regular and special Board meetings and Executive Committee and By Laws and Membership Committee
  - d. Facilitates appropriate communication between CHD staff and CHD Board
  - e. Helps solicit, receives and tracks applications for Board membership, in support of the By Laws and Membership Committee
  - f. Maintains and updates Board orientation materials as well as other educational materials
  - g. Helps ensure organizational compliance with Tri-partite Board composition, and tracks Board terms and Board Tri-Partite composition
  - h. Assists in the preparation and distribution of the Board Package in a timely fashion prior to Board meetings

- **CEO Support**
  - a. Assist CEO with correspondence, filing, calendaring, e-mail, communication, travel and coordination of internal CHD meetings
  - b. Assign support staff as appropriate for CEO related filing and document retrieval and management.
- **Administrative Services and Support Santa Rosa**
  - a. Supervise administrative support staff, including reception, and assigned volunteers
  - b. Reception and customer service for main reception, including phone.
  - c. Collection and routing of mail
  - d. Tracking of any required responses to ensure timeliness
  - e. Deposit supervision
  - f. Meeting and visitor support as needed
  - g. Support the general administrative needs of the members of the Executive Team
- Other duties as assigned

### **KNOWLEDGE SKILLS AND ABILITIES:**

#### **LANGUAGE SKILLS:**

- A. Work and communicate effectively with a wide variety of individuals and groups in English both orally and in writing.
- B. Write business correspondence memorandums, reports, plans and procedures.
- C. Bi Lingual English/Spanish a plus.

#### **MATHEMATICAL SKILLS:**

- A. Ability to use arithmetic skills normally applied in this position.
- B. Ability to compute rates, ratios, and percentages.
- C. Create and interpret presentation charts.

#### **REASONING ABILITY:**

- A. Establish and maintain productive relationships with participants, employers, management, and professionals from CHD and external agencies as well as with the general public.
- B. Solve problems and resolve conflicts effectively.
- C. Lead and motivate people.
- D. Maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- E. Use effective judgment in crisis situations.
- F. Work with computer database programs.
- G. Identify, implement and coordinate educational, self-enrichment, employment training, and financial resources.
- H. Follow-through on activities and responsibilities in a prompt and punctual manner.

### **SUPERVISORY RESPONSIBILITIES:**

- A) Supervises employees.
- B) Is responsible for the overall direction, coordination, and evaluation of these employees.
- C) Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

- D) Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS:**

Education:

- A. Bachelor's Degree or equivalent preferred.

Experience

- A. Two to four years related experience.
- B. One year supervisory experience
- C. Commitment to excellence and high standards.
- D. Excellent written and verbal communication skills.
- E. Solid skills with MS Office Suite, including MS Word, Excel, Outlook.
- F. Ability to work with all levels of management.
- G. Ability to maintain confidentiality.
- H. Ability to deal effectively with a diversity of individuals at all organizational levels.

**WORKING CONDITIONS:**

- A) **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.

This position requires:

- Frequently: Sitting, Walking, Seeing, Hearing, Speaking, Standing, Carrying
- Occasionally: Stooping, Lift up to 40 lbs, Squatting, Kneeling, Bending, Pushing/Pulling
- Seldom: Climbing, Twisting

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- B) **WORK ENVIRONMENT:**

This is a fast paced environment and the noise level is usually moderate. May have exposure to hazardous conditions and/or materials.

**CERTIFICATES, LICENSES:**

- Valid California Driver's license.
- Proof of insurance on personal vehicle.
- Recent satisfactory California DMV printout of driving record.

**ACCEPTANCE AND CERTIFICATION:**

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions of my job as outlined above.

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Employee's Signature

Date

Supervisor's Signature

Date