

FRESNO/CLOVIS CONVENTION AND VISITORS BUREAU Position Classification	
Job Title: Executive Assistant To CEO	FLSA Status: Non-Exempt
Department: As Assigned	Job Group: Administrative Confidential
Reports To: CEO	Salary Range \$40,000 - \$45,000

SUMMARY

Under direction of the CEO to perform a variety of responsible, confidential, and complex administrative, benefits, public relations, payroll, financial, budget, audit, policy and procedures and Board duties for the CEO and management staff; plan, organize, and oversee the operations and functions of employee records; provide information and assistance to CEO, staff, and the general public; and perform other related duties as assigned. An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(include but are not limited to the following)*

Participate and assist in the administration of employee records; organize and manage the majority of activities associated with employee records, payroll and benefits; recommend organizational or procedural changes affecting support activities; recommend improvements in work flow, procedures, and use of equipment and forms. Perform administrative duties in working with the CEO in the day to day administration and professional operations for the organization.

Serve as primary resource and information source regarding department recruitment, evaluations, benefits, payroll, wellness, training and development, labor relations, insurance and program policies, procedures, objectives, and operational functions; receive and interview office visitors and telephone callers; answer questions and provide information where judgment, knowledge, and interpretations are utilized.

Direct, coordinate, and review the work plan for assigned department to identify and resolve problems; recommend the assignment of work activities and projects; monitor work flow; review and evaluate work methods and procedures. Perform quality control methods for the operations department to assure compliance with all confidentiality and information protection.

Initiate and maintain a variety of confidential files and records for information related to the assigned functions and related programs, including financial, personnel, operational, and administrative records; maintain and update resource materials. Perform day to day operations in relating to the maintenance of the personnel files and accounts through the established data bases for payroll, benefits and retirement.

Collect, compile, and analyze budget requests, recommending expenditure requests for designated accounts; monitor approved budget accounts and information from various sources; perform research, write reports, and interpret data; identify alternatives and make recommendations.

Operate modern office machines and equipment, including word processors, typewriter, printers, copiers, calculators and FAX machines; respond to routine letters and general correspondence; compose letters and memoranda.

Establish positive working relationships with representatives of community-based organizations, other agencies, management, staff, and the public.

NO SUPERVISORY RESPONSIBILITIES

Exercises no supervision over office support staff.

ESSENTIAL QUALIFICATIONS

Knowledge of:

General Office Operations, human resources functions, policies, and procedures.
Accounting and bookkeeping principles and practices.
Principles and practices of budget development and administration.
Principles and practices of fiscal, statistical analysis and research, and administrative data collection and report preparation.
Pertinent Federal, State, and local laws, codes, and regulations.
Principles and practices of indirect supervision and training.
Principles and practices of personnel administration.
English usage, spelling, grammar, and punctuation.
Principles and practices of business letter writing.
Principles and procedures of record keeping.
Principles and techniques used in dealing with the public.
Automated programs including word processing, spreadsheet, and data base applications.
Practices used in minute taking and preparation.
Mathematical principles.
Safe driving principles and practices.

Skill to:

Operate modern office equipment, including a computer and applicable software.
Type from clear copy at a rate of 50 words per minute, enter data at a speed necessary for successful job performance and transcribe recorded minutes.

Ability to:

Perform responsible, confidential and difficult administrative work involving the use of sound independent judgment and personal initiative.
Research, compile, analyze, interpret, and prepare a variety of fiscal, statistical, and administrative reports.
Interpret, apply, and explain pertinent Federal, State, and local laws, codes, and regulations.
Interpret, apply, and explain FCCVB programs, policies, and procedures.
Develop operating procedures for the implementation of programs and policies.
Work independently in the absence of supervision.
Understand the organization and operation of the FCCVB and of outside agencies as necessary to assume assigned responsibilities.
Respond to questions from the public and FCCVB personnel regarding policies and procedures for the assigned area. Analyze situations carefully and adopt effective courses of action.
Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
Provide indirect supervision and training, as needed.
Communicate clearly and concisely, both verbally and in writing.
Maintain highly confidential work.
Independently prepare correspondence, memoranda, and minutes of meetings.
Perform mathematical computations quickly and accurately.
Establish, maintain, and foster positive and harmonious working relationships with co-workers and clients.

EXPERIENCE AND EDUCATION GUIDELINES

Experience and/or Education:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an **Executive Assistant to CEO**. A typical way of obtaining the required qualifications is to possess the equivalent of five years in a responsible administrative position, a high school diploma, college degrees, and any other accredited certifications in the areas of Administration and Employee Relations.

License or Certificate:

Possession of a valid California driver's license and the ability to be insurable under the CVB's automobile insurance plan at the standard rate.

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.

The position requires prolonged sitting, standing, walking, reaching, kneeling, bending, and stooping in the performance of daily activities. Also required are grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, papers, and documents weighing up to 25 pounds is also required.

WORKING ENVIRONMENT

The work environment characteristics described are high volume and fast paced. Employee must have the ability to work with a diverse population and in a standard office environment. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.