Town of Discovery Bay Executive Assistant A/B

THE POSITION
This is an executive-level administrative support classification assigned to provide administrative assistance to the General Manager. Incumbents perform a variety of administrative, project, and program coordination support work for the General Manager, Town management and staff. The work requires extensive public contact, the frequent use of tact, discretion, and independent judgment, thorough knowledge of Town activities, and the ability to conduct independent projects and programs, recommending and implementing office policies and procedures and involves performing various research and administrative support functions. This class is distinguished from other office administrative classes in that the nature, scope, and diversity of responsibilities originate at an agency-wide level requiring a broader understanding of Town functions and the capability of relieving Town management staff of day-to-day administrative and coordinative duties.
Refer https://www.todb.ca.gov/header-link/employment for additional information.

THE IDEAL CANDIDATE
The ideal candidate has experience assisting with duties of an advanced, complex, sensitive, and confidential nature; acts as a liaison between the General Manager and other staff and the public; resolves sensitive and controversial issues or refers to executive/management staff as appropriate; ability to relieve executive and management staff of administrative work including investigating and answering complaints and providing assistance in resolving operational and administrative problems. Has an understanding of the functions and organization of CSD government and public agencies, including the role of an elected Board and appointed commissions and committees. Principles, practices, and sources of information related to a broad range of CSD programs, services, and administration such as, but not limited to, human resources, safety and training, compliance, fiscal, statistical, and administrative research and report preparation.

Education/Training
Equivalent to the completion of the twelfth (12th) grade and one (1) to three (3) years of increasingly responsible administrative office support experience assisting executive management or high-level official.

Certificate and License
Possession of or ability to obtain, by date of hire, an appropriate, valid California Driver License.

Other Requirements
Willingness and ability to attend Board meetings and seminars during work and non-work hours as needed.

COMPENSATION
The Executive Assistant (A/B) position is a FLSA Non-Exempt position with a salary range of $5,384-$6,725/month (candidate will be placed within the pay range based on knowledge, training and experience). The Town offers a benefits package that includes excellent healthcare plans, life insurance, and a deferred compensation program.

TO APPLY
Final Filing Date: Monday, February 17, 2020 or upon the receipt of 250 applications/resumes.
Oral Board interviews are tentatively scheduled for February 25, 2020. The Town reserves the right to modify the selection process at any time.

Interested applicants must submit a completed Town application with resume and email to sheinl@todb.ca.gov or mail to:

Town of Discovery Bay
Attn: Sue Heinl
1800 Willow Lake Road
Discovery Bay, CA 94505

Application: www.todb.ca.gov (employment tab top of page)

Questions: Contact Sue Heinl at (925) 308-9047

Job Type: Full-time

Appointment will be contingent upon the ability to provide proof of eligibility to work in the United States and a successful background check.