



California's Valued Trust

JOB DESCRIPTION

Position:	Executive Assistant
Reports To:	Deputy Executive Director
Status:	Full Time
Classification:	Exempt

Position Summary

Under the general direction and supervision of the Deputy Executive Director, provides a broad range of support to assist with the completion of scheduled projects and responses to inquiries. Monitors progress and accomplishment of assigned work projects, track work flow problems and assists in resolving them; assists with preparation and document management of complex documents including contracts, agreements and RFPs, and coordinates and monitors requests for information.

The Executive Assistant works across departmental lines in a cooperative manner with managerial and all other staff regardless of reporting and supervisory responsibility. Additionally, the appointee exercises a high level of independent judgement, and initiative with little direct supervision. The individual will demonstrate excellence in technical skills and technical knowledge required to support the Deputy Executive Director.

Essential Duties:

- Provide secretarial and administrative assistance to the Deputy Executive Director and other leadership positions as appropriate.
- Ability to work independently, possesses excellent communication skills, and demonstrates exemplary judgement and forethought for planning and executing these responsibilities in support of the mission of the Trust.
- Assists in coordination and production of workflow for the Deputy Executive Director and related cross-functional departmental projects.
- Responds to inquiries about the Trust programs and prepares reports for the department.
- Provides coordination and assists in prioritization and reporting related to projects.
- Reviews contracts and other business documents for conformity with the Trust's policies and procedures.

- Follows up with attorneys, consultants, and other service providers including data gathering and sharing of information.
- Performs a range of tasks that include the retrieval and dispatch of information.
- Coordinates itinerary and makes travel arrangements as requested.
- Assists with the Deputy Director's calendar; plans and schedules meetings.
- Assist with Deputy Director's phone calls and mail by directing issues to the appropriate department.
- Prepare agendas, schedule and make arrangements for committee, board and other meetings.
- Assist with the development of board materials and presentations.
- Conducts research, prepares analysis and reports as requested.
- Plans, coordinates, and follows through on large complex logistical projects.
- Prepares and edits reports and correspondence for style and correct English usage, grammar, punctuation, and spelling.
- Drafts, edits, and proofreads memoranda and reports.
- Handle personnel issues with confidentiality and sensitivity.
- Performs other duties as assigned.

Minimum Qualifications

Education:

- BA or BS Degree and one (1) year of relevant experience or, AA Degree and three (3) years of relevant experience, or high school diploma/G.E.D. and six (6) years of relevant experience.
- Ability to draft, edit and proofread reports and memoranda.
- Proficient word processing skills with minimum keyboarding speed of 55 wpm.
- Proficiency in the use of computer technology and the ability to learn and use the Trust's software programs.
- Ability to initiate work, follows through on assignments, and handle projects with minimal supervision.
- Ability to work under pressure and to respond effectively when priorities change and crises occur.
- Ability to learn and communicate CVT structure, policies and procedures.
- Possess outstanding interpersonal and organizational skills and high attention to detail.
- Knowledge and understanding of the health care industry, healthcare administration and/or the administration of health and welfare benefits is preferred.
- Proficient in the use of Microsoft Office Suite Software applications such as Word, Outlook, Excel, PowerPoint, and Access.

- Miscellaneous:** Required to work occasional evenings and weekends. May travel locally, statewide or nationally, if required. Maintain an accurate monthly expense account with proper documentation.
- License Requirements:** Possession of a valid Class III California driver's license. An incumbent must be insurable/bondable at the "standard rate" by the Trust's insurance carrier at all times while employed as the Deputy Executive Director's Executive Assistant.
- Confidentiality:** Requires adherence to established policies on confidentiality of records and other information available through employment with the Trust.