



MERCED COUNTY
COMMUNITY ACTION AGENCY
1235 W. Main St., Merced, CA • (209) 723-4565 • FAX (209) 723-1543
MAILING ADDRESS: P.O. Box 2085, Merced, CA 95344-0085

Carole Roberds
Board Chairperson

Brenda Callahan-
Johnson
Executive Director

JOB DESCRIPTION

Executive Administrative Assistant **ADMINISTRATION**

Overview: The job of the Confidential Executive Assistant is done for the purpose of performing diversified duties in support of the Executive Director and Board; conveying information regarding functions and procedures, coordinating assigned projects including direct clerical support, ensuring efficient support functions.

Essential Functions:

Collects and submits reports;
Compiles data from a wide variety of sources in order to submit information to funders, vendors, partners, etc;
Coordinates office workflow, prioritizing and completing tasks in a timely manner;
Maintains confidential information on behalf of the Executive Director and Board;
Maintains databases for the purpose of providing historical data, reference, conveying information, and complying with established funding and fiscal requirements;
Participates in Board meetings for the purpose of taking minutes;
Maintains all board information, including compiling and distributing monthly board agendas;
Performs other related duties for the purpose of ensuring efficient and effective function of the executive office;
Prepares a wide variety of documents and written electronic materials for the purpose of documenting activities and issues, conveying information, board meeting compliance, and supporting material;
Ability to research a variety of topics to secure information;
Responds to issues, including customer interactions and executive inquiries;
Schedules appointments, meetings, and events;
General office work as required.

Experience and Knowledge:

Job-related experience with increasing levels of responsibility. Knowledge of basic math including calculations, fractions, percentages and ratios. Ability to read contracts and detailed instructions and write documents following prescribed formats. Understands both oral and written multi-step processes. Grasp of organizational and time management concepts, organizes and maintains confidential information.

Education/Certifications:

Minimum of AA/AS degree preferred. Community college and or vocational school degree with study in job-related area.

Additional Requirements:

Schedules a significant number of activities and supports executive staff in completing them. Flexibility to work with the public and staff in a wide variety of circumstances. Works with varying data and software programs. Ability to operate office equipment in a standard method. Problem solve and analyze issues to complete tasks and create action plans. Strong communication skills. Strong writing and editing skills. Ability to meet deadlines and schedules. Ability to work on multiple projects while dealing with frequent interruptions. Facilitate communication and maintain confidentiality.

Licenses and Other Requirements:

Must have a valid driver license and car insurance.

Physical Requirements:

Ability to sit for long periods of time. Ability to manipulate hand and finger movement while typing, answering phones and writing. Must be able to lift no more than 20 pounds frequently. Able to walk, stoop, bend and climb stairs.

IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO MAINTAIN THE REQUIRED KNOWLEDGE AND ABILITY FOR THIS POSITION

DEI Statement of Intent:

At Community Action, we commit ourselves fully to the ongoing work of creating a more diverse, equitable, and inclusive community. We enthusiastically embrace the diversity of Customers, communities and employees and seek to do Whatever It Takes to create places where all people feel welcome, equal, heard, and valued. We stand against racial injustice and discrimination of all kinds, including any mistreatment of people based on their race, language, ethnic background, ability, religion, sexual orientation, gender identity, or gender expression. We will make all reasonable accommodations to our policies to be the most inclusive workplace possible. We acknowledge that this is a process and not a destination and will remain committed to regularly evaluating and redefining our Statement and our efforts to make progress.

SALARY RANGE:

	Step 1	Step 2	Step 3	Step 4	Step 5
71.7	\$27.08	\$28.44	\$29.87	\$31.37	\$32.94

BENEFITS: Medical, Dental, Vision, Life and Retirement. Employer contributes towards medical, dental and vision plans. Twelve (12) holidays offered per year. An optional holiday is also offered after 6 months of employment.

JOB SITE: Merced-1235 W. Main St.

HOURS: M-F; 8:00am-5:00pm

APPLY AT: <https://www.mercedcaa.com/about-us/employment/>.

DEADLINE: TBD

**COPIES OF OFFICIAL TRANSCRIPTS, DEGREES AND OR PERMITS MUST BE SUBMITTED WITH APPLICATION
THIS IS NOT A COUNTY POSITION**