



JOB OPPORTUNITY

SIERRA NEVADA CONSERVANCY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION COMMITTED TO VALUING DIVERSITY IN THE WORKPLACE.

PERMANENT
FULL-TIME

PERMANENT
INTERMITTENT

LIMITED-TERM –
LENGTH:

Executive Assistant

Final Filing Date: Open Until Filled (Subject to Budget Approval)

\$3,288 - \$3,996 Monthly

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

Job Description (Typical Duties)

The reporting location for this position is the Headquarters Office of the Sierra Nevada Conservancy (SNC) in Auburn, CA. The incumbent works under the general supervision of the Executive Officer (EO) and the Assistant Executive Officer (AEO) of the SNC performing a wide variety of complex, administrative assistance and secretarial support duties. Acts as primary contact for communications to and from the EO and AEO. Handles a variety of sensitive priority tasks and information provision with a high degree of independence. Manages scheduling function for the EO and AEO and coordinates calendars for the entire Conservancy including; ensuring consistency across calendars, scheduling meeting locations, providing for field staff participation and creating and distributing agendas and materials to participants. Makes travel arrangements and prepares Travel Expense Claims for the EO, AEO, Conservancy managers and members of the SNC Board. Tracks processes to ensure prompt and accurate expense reimbursement. Acts as timekeeper and attendance clerk for the entire SNC staff. Monitors the status of projects and requests assigned to program and administrative managers and their staff; follows-up on requests made of the EO and AEO to ensure timely response. Screens and/or responds to inquiries from the Governor's Office, Resource Agency, Legislature, and other high level contacts. Develops and maintains a style guide for written materials produced by the SNC; reviews materials submitted to the EO and AEO for approval of format, grammar and consistency with style guidelines. Creates office procedures and processes; organizes and maintains written and electronic files and contact information. Creates correspondence, presentation materials, and other informational data to support the activities of the EO, AEO and the Conservancy.

Required Knowledge, Skills and Abilities

Thorough, working knowledge of MS Word, Outlook, Excel, and Power Point. One year of experience in support of a senior level manager or higher. Ability to anticipate and resolve potential problems and the needs of Executives and their offices. Exceptional written and oral communication skills and the ability to prioritize tasks and assignments. Tact, diplomacy, and demeanor gained through experience in a professional environment.

Desired Experience and Qualifications

Working knowledge of Access, Visio or other database and project software, the California Travel Expense Reimbursement System, and State timekeeping processes.

To Apply

To be considered for appointment you must have; 1) permanent civil service status or reinstatement rights to this class; or, 2) be on an eligible list for this class. Applications will be screened and only the most qualified candidates will be interviewed, All applicants must submit a STD 678 to:

Franchise Tax Board
Certification Unit
P.O. Box 550
Sacramento, CA 95812-0550

The Franchise Tax Board provides Human Resource support services for the Sierra Nevada Conservancy.
Applications must be submitted through FTB.
Contact for information: Rita Adair (530) 823-4708
See www.sierranevada.ca.gov for agency information