

Napa County Executive Office

is Seeking Applicants for the Position of

Executive Assistant to the County Executive Office



A Tradition of Stewardship
A Commitment to Service



The County Executive Office Division

The County Executive Officer is the County's chief administrative officer, responsible for overseeing the day-to-day management and coordination of County operations. The County Executive Office is comprised of the County Executive Officer and the professional and support staff that assist in planning, monitoring and overseeing County operations and providing staff support to the Board of Supervisors. The Office includes a number of functions and programs, including Budget & Analysis, Clerk of the Board of Supervisors, Community and Intergovernmental Affairs, Risk Management, Emergency Services, Public Information, Housing and Homeless Services, and Training and Organizational Development. The County Executive Office Department also includes two major divisions: Human Resources and Information Technology Services.

The Position

This is a confidential position, providing sensitive executive administrative work to the County Executive Officer, Assistant County Executive Officer and members of the Board of Supervisors. This position requires a broad knowledge of the County's governmental functions and the frequent use of discretion, initiative and independent judgment. Typical duties include:

- Providing the County Executive Officer, the Assistant County Executive Officer and the Board of Supervisors with reception support.
- Maintaining calendars; drafting, reviewing, prioritizing and routing correspondence.
- Making travel arrangements, processing travel and expense reimbursements; coordinating purchase order requests.
- Coordinating special events and meetings for various groups.
- Providing information to the public, county officials and representatives concerning County rules, regulations, legislation and policies.
- Maintaining CEO's files, document library, and preparing reports.
- Coordinating and tracking agenda items and background materials including following-up with appropriate County departments.
- Assisting with preparing and monitoring budgetary expenditures for the Board of Supervisors including the reporting of annual data and the compiling of all required supporting documentation.

The Ideal Candidate

The ideal candidate will possess a two year degree or higher level of education and have three years of experience in an administrative support role to a senior manager or public official. Top candidates will possess the following competencies:

- Proven diplomatic and sophisticated communication skills, both orally and in writing.
- Organizational skills and an attention to detail.
- Commitment to customers by providing helpful, courteous, accessible, responsive, and knowledgeable customer service.
- Discretion and political astuteness.
- Sound judgment in decision-making.
- Flexibility, adaptability, and independence in carrying out work assignments in a fast-paced, quickly changing work environment.
- Focused ability to meet pre-established deadlines.
- Technologically savvy with an ability to learn and use various software applications.

Experience and Education

A typical way to obtain the knowledge, skills and abilities required of this classification would be:

Experience

Three years of significant, directly related and progressively responsible administrative support to an executive or elected official.

Education

Equivalent to a two-year degree from an accredited community college with major course work in public or business administration, political science or a related field. Additional experience as described above can substitute for the education requirement on a year-for-year basis.

TYPICAL QUALIFICATIONS

KNOWLEDGE OF:

- Professional business letter writing.
- Written oral English composition and grammar.
- Demonstrated proficiency in accounting software, Outlook Internet software, Excel and Word.
- Basic bookkeeping and record maintenance.

SKILL TO:

- Maintain confidentiality of sensitive information.
- Work Independently in the absence of supervision.
- Analyze situations carefully and adopt effective courses of action.
- Understand and carry out oral and written directions.
- Communicate professionally and effectively both orally and in writing.
- Interpret and apply established policies.
- Understand the organization of County government, the functions of each department and their relationship to the Board of Supervisors, County Executive Office and the Office of the Clerk of the Board.
- Establish and maintain cooperative working relationships with Board of Supervisors' staff, other County elected officials and department heads, County departments and agencies, constituents and the public.
- Understand and explain policies and procedures with limited guidance.
- Maintain complex records and files in accordance with government records retention requirements.
- Effectively utilize computer programs to prepare and present a variety of documents including but not limited to professional correspondence, reports, charts, graphs and various media presentations.
- Gather, organize, and interpret a variety of complex information.

ABILITY TO:

- Sit or stand for prolonged periods of time.
- Operate office equipment requiring repetitive hand movements and fine coordination including use of computer keyboard.
- Travel to other locations using private transportation.

Application Process

This position is open until filled and can close at any time.

For more information, or to apply, please visit our website at www.napacountycareers.com, and click on the "apply" button on the job bulletin.

Only online applications will be accepted. Candidates must attach a cover letter, resume, and three-five professional references to their online application for it to be considered complete. Employment is contingent upon successful completion of a background check, including credit screening.

Napa County

A general law county, Napa County is governed by a five-member Board of Supervisors elected by district for four year terms. The Board of Supervisors appoints a County Executive Officer who is responsible for providing overall management for the County's operations, including day-to-day supervision of the County's appointed department heads.

The County has a General Fund budget of over \$200 million, and has enjoyed relative financial stability in recent years compared to many other agencies. The County's over 1,400 employees provide services to the public through 17 departments - 5 managed by elected officials and the remainder managed by a department head appointed by the Board of Supervisors based on the recommendation of the County Executive Officer. County services include land use permitting, road maintenance, social services, public safety, elections, public health, environmental management, airport operations, library services, emergency operations and dozens of other programs that benefit County residents. As an organization, the County is dedicated to improving the lives of its citizens and reflecting the best of the community's values: Respect, Accountability, Dedication, Integrity and Innovation.

Compensation and Benefits

Annual salary range: \$59,945.60 - \$71,448.00

This position qualifies for an additional \$300 per month confidential pay (\$150.00 paid twice monthly).

The County also offers an outstanding benefit package that includes:

- Vacation - 12 - 29 days of vacation annually based upon years of service.
- Sick Leave - 12 days earned per year.
- Holidays - 12 paid holidays per year.
- Personal Leave - 19 hours of personal leave per calendar year.
- Medical Insurance - Choice of several CalPERS medical plans. The County makes a significant contribution toward the premium.
- Dental Insurance - Choice of two Delta Dental plans. County pays full premium.
- Vision insurance—The County offers two vision plans through VSP with the premiums paid by the employee.
- Life Insurance - \$20,000 Life Insurance provided by the County with an option to purchase additional insurance.
- Retirement - The County participates in the California Public Employees' Retirement System (CalPERS), offering 2% @ 60 for current members of CalPERS from another agency (or reciprocal agency) and 2% @ 62 for new members. Employees do not contribute to Social Security.
- Deferred Compensation - Voluntary plan offered by Mass Mutual with a \$1,000 employer match.
- EAP - County-paid Employee Assistance Program.

The County of Napa is an Equal Opportunity Employer