KERN COUNTY CHILDREN AND FAMILIES COMMISSION

Job Description

<table>
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<tr>
<th>Position Title: Administrative Assistant</th>
<th>FSLA Status: Full-Time, Non-Exempt</th>
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<td>Reports To: Executive Director</td>
<td>Salary: See Salary Schedule</td>
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*Starting salaries typically fall in the lower half of the salary range; however, they are ultimately determined by the scope of the position, the candidate’s relevant experience, and internal equity.

Background:

At First 5 Kern, our vision is that one day all Kern County Children will be born into and thrive in supportive, safe, loving homes and neighborhoods and will enter school healthy and ready to learn. We have built a strong reputation as an expert and advocate for children, prenatal to 5 years old, and their families. Working in partnership with the programs that receive First 5 Kern funds and local community partners, the lives of thousands of Kern County Children and families have been positively impacted.

Established through a tax on tobacco products, First 5 Kern is part of a statewide voter initiative established under the California Children and Families Act of 1998 (Proposition 10). Our mission is to strengthen and support the children of Kern County 0 to 5 years old and their families. We accomplish this by empowering providers through the integration of Services with an emphasis on Health and Wellness, Parent Education and Support Services, and Early Child Care and Education.

Benefits:

We offer a comprehensive benefits package that includes but is not limited to Medical, Dental, & Vision Coverage, Employer Paid & Voluntary Life & AD&D Insurance, Long-Term Disability Insurance, Retirement Plans, and more. We also offer generous paid time off and 12 paid holidays per year.

Position Description:

The Administrative Assistant is responsible for providing administrative and organizational support to the Executive Director, Executive Leadership Team, general office operations, and governing Commission. Under the general supervision of the Executive Director, the Administrative Assistant also serves as the administrative assistant for Commission-related duties. This role involves gathering, summarizing, and assembling important information and materials for committees and Commission meetings. The Administrative Assistant must maintain internal and external contacts at all levels of the organization and safeguard highly sensitive and confidential information.

The Administrative Assistant will perform a variety of administrative and clerical duties, including
greeting visitors, answering incoming calls, and managing the flow of correspondence. They will also be responsible for maintaining office equipment, ordering supplies, and managing the office calendar.

**Essential Duties and Responsibilities:**

- Manage calendars, schedule internal and external meetings, provide meeting logistics and support as necessary for both virtual and in-person meetings.

- Provide varied administrative and analytical assistance to the Executive Director and Executive Leadership Team (Evaluation/Program Director and Finance Director) as needed.

- Provide administrative support to staff.

- Greet visitors and route incoming calls to the appropriate person.

- Handle incoming and outgoing mail and packages.

- Schedule meetings with key First 5 partners, commissioners, elected officials, community groups, and others as required.

- Draft and coordinate general correspondence letters.

- Make travel arrangements.

- Negotiate and place orders for office equipment and oversee maintenance.

- Post official notices of meetings in accordance with applicable laws and regulations.

- Distributes public documents such as meeting agendas, speakers’ lists, and meeting minutes as required.

- Assembles meeting materials for committees and Commission Meetings.

- Attends on-and offsite meetings of the committees and Commission meetings.

- Implements and maintains a system of filing and indexing for official records and actions of the Committees and Commission.

- Drafts and/or edits correspondence such as letters, memoranda, personal acknowledgments, routine reports, and other materials based on verbal instructions or upon own initiative using word processing, spreadsheet, and desktop publishing software.

- Reviews outgoing correspondence, reports, and publications for grammar, sentence structure, format, attachments, continuity of text, and compliance with applicable laws, rules, and procedures.

- Submits the California statement to the Secretary of State when new appointments are
made.

- Acts as a liaison between Agency staff and members of the Commission on matters related to the status of information requests, the scheduling of meetings and events, and the coordination of other staff/Commissioner activities.

- Assists in orienting new members of the Commission by providing information on Commission meetings and the business practices, procedures, and activities of the Commission.

- Processes room requests for the Committees and Commissions and Hearing rooms and aids the attendees on an as needed basis.

- Maintain contact lists and email groups, digital and hard-copy files and records, process expense reports, reimbursements, credit card summary reports, and related tasks.

- Maintain Zoom business account, manage users, schedule meetings.

- Maintain utility and other First 5 business accounts as directed and in coordination with other employees responsible for related account-management functions.

- Purchase supplies and materials to support operational goals.

- Attend meetings, transcribe summary notes or take minutes, and provide other support as may be required or requested.

- Uphold confidential and sensitive information.

- Perform related tasks and other duties as assigned.

**Desired Minimum Qualifications:**

- Two years of college work in an accredited institution or equivalent experience preferred. Experience may be substituted on a year-for-year basis.

- Minimum of five years of increasingly responsible and complex administrative and analytical work at the executive level, preferably at the executive level.

- Excellent organizational and communication (oral and written) skills.

**Knowledge, Skills & Abilities:**

- Basic office practices and procedures, including filing systems, financial record keeping, reference sources and operation of standard office equipment/machines.

- Proficient in MS Office applications (e.g., Microsoft Word, PowerPoint, Excel, and Outlook) and digital meeting platforms (Zoom, MS Teams), etc.

- General English usage including style, format, grammar, punctuation, and spelling.
• Compose emails independently or from brief instructions.
• Communicate effectively both verbally and in writing.
• Demonstrate safe work practices and exhibit understanding of emergency response.
• Set priorities, multi-task, meet critical deadlines and follow-up on assignments.
• Organize work and maintain accurate records and files.
• Deal tactfully and courteously with the public and staff.
• Exercise initiative and independent judgment within established guidelines.
• Establish and maintain effective and positive work relationships in a respectful and collaborative manner.
• Be professional, trustworthy, and respectful of others and display a positive attitude.
• Interpret and apply policies and procedures.
• Ability to quickly gain proficiency in agency policies and procedures.
• Ability to manage priorities and projects in a fast-paced environment with excellent attention to detail and accuracy.
• Strong interpersonal and communication (verbal and written) skills: the ability to interact effectively and sensitively with people of diverse professional and cultural backgrounds.
• Maintain standards of confidentiality and a strong commitment to ethical practice.
• Focuses on understanding and meeting customer needs.
• Maintain good communication with others ensuring others have the necessary information.
• Actively work toward organizational improvement and professional growth.

Work Environment:
• Ability to work a flexible work schedule depending on assignments. It may require some evenings and weekends.
• Some travel may be required, primarily within Kern County.
• Work is sometimes physical, requiring setting up meetings, lifting or carrying cumbersome materials of up to 25 pounds.
• Possession of a valid California driver's license, acceptable DMV printout and adequate auto insurance coverage.
EOE Statement:

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.” First 5 Kern County strongly encourages women, people of color, LGBTQIA+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.