JOB OPPORTUNITY BULLETIN

Class: Executive Assistant
Tenure: Limited-Term (9 months)
Time Base: Full Time
Salary: $3354 - $4198

Limited-term may be extended for another 13 months upon Legislative approval. May eventually become permanent.

Under the direction of the Executive Director in the California Alternative Energy and Advanced Transportation Financing Authority (CAEATFA), with latitude for independent action, provides administrative assistance and secretarial support to the Executive Director, and leads the administrative team in support of the Authority’s financial programs; provides staff assistance on sensitive departmental issues; independently carries out assignments and handles confidential/sensitive assignments with tact and diplomacy; and prioritizes and completes assignments in a timely, efficient manner.

Description of Essential Functions:

• Relieves the Executive Director of administrative detail and provides staff and office support to the Deputy Executive Director, CAEATFA management and professional support staff by developing and implementing administrative procedures, developing cooperative relationships with internal and external staff, managers and stakeholders; coordinating information, preparing and processing sensitive correspondence (including being the point of contact for all Public Records Act requests) and contacts; screening and responding to phone calls and correspondence; maintaining complex records of events, meetings, and conferences; maintaining multiple daily calendars and scheduling meetings with legislators, investment bankers, bond counsel, contractors and other parties; composing, reviewing and formatting for consistency with administrative policy and grammar for all outgoing correspondence prepared by staff for executive approval and signature; and preparing and routing confidential and other business memorandums and documents.

• Assists in researching and securing information to respond to difficult, sensitive stakeholder inquiries and correspondence directed to the Authority, and prepares documents in accordance with legal and style guidelines; and assists the work of confidential program issues with staff.

• Oversees the work of and trains the Office Technicians, and other staff on all administrative responsibilities, job duties and special projects in support of the Authority’s financial programs; develops and implements office procedures necessary to support all administrative and business processes; coordinates and assigns clerical work requests; prepares correspondence; maintains tracking and assignment logs using word processing, spreadsheet and database applications on a microcomputer network; and develops and implements computer-based management information systems. Assists in the development of office workload and planning standards and staffing requirements.

To view a complete copy of the duty statement, please visit www.treasurer.ca.gov/careers.
Desirable Qualifications:

- Highly proficient in the use of Outlook for email and scheduling, in Excel spreadsheets, in Microsoft Office for electronic file management, and in the use of customized database applications to support complex bond and financing programs.
- Ability to think independently and critically, handling multiple time-sensitive projects at one time with shifting priorities with tact and efficiency.
- A natural leader with the ability to mentor and coordinate an administrative team to handle all of the business tasks in support of multiple financing programs.
- Ability to work independently, with tact, and in a team environment.
- Exceptionally strong communication skills, both orally and in writing.
- Desire to work in a fast-paced, small, service-oriented state agency prioritizing accountability, transparency and customer service.
- Demonstrated ability to think critically, pay careful attention to detail and accept increasing responsibility.
- Dependable and accountable; punctual and excellent attendance.
- Ability to work and communicate effectively with Authority staff, other agencies, and outside vendors.
- Able to develop, implement, write and follow formal procedures.

Conditions of Employment: Fingerprinting and Background Check are required.

Who Should Apply:
Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as an Executive Assistant. Should you have any questions, please visit www.jobs.ca.gov.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer’s Office and the Authorities and Commissions are encouraged to apply if interested in the position.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (I.E., LIST, TRANSFER, SROA, SURPLUS EMPLOYEE, ETC.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Please provide proof of meeting the educational requirements of the classification you are applying for. (i.e., college degree or transcripts of completed number of units or showing degree obtained). Also, list “EA 321-001-1728-003” on your application.

Final Filing Date:
State applications will be accepted until the position is filled. Applications will be screened and only the most qualified applicants will be interviewed. No faxed or emailed applications will be accepted.

Submit Applications To:
Michelle Bell
Personnel Office
State Treasurer’s Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

If You Have Any Questions, Please Call:
PUBLIC (916) 653-3100
CALNET (916) 453-3100

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. CAEATFA complies with the Americans with Disability Act (ADA). If you need additional information or assistance, please contact STO at (916) 653-3100 or TDD (916) 654-9922.
CAEATFA: cc EA 6003 03/23/15