

# EMPLOYMENT OPPORTUNITY

|                    |             |
|--------------------|-------------|
| 1. RPA #           | SNC RPA 004 |
| ANALYST'S INITIALS | PMC         |
| DATE               | 03-27-06    |

**YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.**

|   |   |                                     |                                  |   |
|---|---|-------------------------------------|----------------------------------|---|
| <b>CLASS TITLE</b><br>ADMINISTRATIVE ASSISTANT I  | <b>POSITION NUMBER</b><br>-415-001-5361-001   | <b>TENURE</b><br>PERMANENT          | <b>TIME BASE</b><br>Full Time    | <b>CBID</b><br>S01                                    |
| <b>OFFICE OF</b><br>Sierra Nevada Conservancy   | <b>LOCATION OF POSITION (CITY or COUNTY)</b><br>AUBURN, CALIFORNIA                  |                                     |                                  | <b>MONTHLY SALARY</b><br><br>\$3,418<br>to<br>\$4,155 |
| <b>SEND APPLICATION TO:</b><br>Sierra Nevada Conservancy<br>California Resource Agency<br>1416 Ninth Street, Rom 1311<br>Sacramento, CA 95814<br>Attn: Eileen F. Pope | <b>REPORTING LOCATION OF POSITION</b><br>AUBURN, CALIFORNIA                         |                                     |                                  |   |
|   | <b>SHIFT AND WORKING HOURS</b><br>Monday thru Friday - 8:00 a.m. - 5 p.m.           |                                     |                                  |   |
|   | <b>WORKING DAYS, SCHEDULED DAYS OFF</b><br>MONDAY through FRIDAY, DAYS OFF: SAT/SUN |                                     |                                  |   |
|   | <b>PUBLIC PHONE NUMBER</b><br>(916) 653-6403  | <b>PUBLIC PHONE NUMBER</b><br>( ) - |                                  |   |
| <b>SUPERVISED BY AND CLASS TITLE</b><br>EXECUTIVE OFFICER   |   |                                     | <b>FILE BY</b><br>April 13, 2006 |   |

- SELECTION CRITERIA**
- SROA/Surplus employees are encouraged to apply.
  - Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility from the employment list to DGS' employment list
  - Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

**SIERRA NEVADA CONSERVANCY – BRIEF DESCRIPTION OF POSITION**  
The Administrative Assistant works under general direction of the Executive Officer (EO) of the Sierra Nevada Conservancy. (SNC). The SNC is a new State Department that physically spans over 25 million acres of Ca.. The Administrative Assistant (AA) independently performs a wide range of difficult, sensitive, and complex work and will relieve the EO, the Sierra Nevada Conservancy Board Members, and the Management Team of a variety of administrative and office functions.

## DUTIES AND RESPONSIBILITIES

SNC RPA 004

### ADMINISTRATIVE ASSISTANT I

**30% PRIMARY RESPONSIBILITIES** The incumbent's primary responsibility is to Support the Executive Officer, the SNC Board, and the Executive Management Team. The AA relieves the Executive Officer of assigned administrative activities. The AA is responsible for carrying out assignments on their own initiative without detailed instructions, and for researching and obtaining facts on which decisions or recommendations may be based. Included in these responsibilities are reviewing, processing, and maintaining sensitive, confidential administrative documents. The AA is responsible for final review of all documents requiring the Executive Officer's signature and/or action and those to be considered by the SNC Board. The AA ensures that all such documents maintain appropriate confidentiality and are discretely filed as appropriate. The AA designs, develops and implements a confidential filing system to ensure that there is no penetration of confidential material.

**15% CONSERVANCY ASSIGNMENT TRACKING SYSTEM (CATS)** The incumbent will design develop and implement the Conservancy Assignment Tracking System (CATS). This system will track tasks assigned by SNC managers to the SNC staff. As the System Administrator, the AA will coordinate the use of this tracking system and its monitor its effectiveness to ensure compliance with SNC's established guidelines and procedures. The incumbent will produce listings of the "overdue" assignments and document reports as often as possible but no less than monthly. Prepare periodic reports to management and staff of the assignment status. Continuously monitor the system for compliance, usability, appropriateness with emphasis on ways to improve the process for the most meaningful outcome.

## . DUTIES AND RESPONSIBILITIES continued

### ADMINISTRATIVE ASSISTANT I

**25% SUPPORT FOR THE BOARD** The AA provides logistical support to all the SNC Board Members for all Board Meetings, field tours, outreach activities and various meetings. The AA coordinates all the travel arrangements and lodging necessary for the Board Member's attendance at Board Meetings and other meetings as required. Since the SNC constitutes 25 million acres - about 1/3 of the State of California, the logistics can be extremely complicated. The AA will process all appropriate support documents for and on behalf of the Board including Per Diem, Travel Expense Claims, Conflict of Interest coordination, Verification of Drivers Licenses, etc. The incumbent is responsible for protecting and coordinating the confidentiality of sensitive and confidential material submitted to the SNC Board or the EO that necessitates coordination at high levels of government. This includes but is not limited to the Governor's Office, Legislators, Local Government/Elected Officials, Resources Agency, and the Department of Finance.

The incumbent will coordinate the development, preparation, review, packet assembly, and the distribution, of the (SNC) Board Books. This requires direct coordination with all the 16 Board Members, their individual assistants, and frequently Alternate Board Members. Coordinate of the Board Agenda, Staff Reports, recommendations, comments, and resolutions for items on the agenda are a major part of the responsibilities. Coordination is also required with the EO, the SNC Staff, Legal Counsel, Consultants, and the Resources Agency. The AA is responsible to ensure that legal timelines are met relating to posting of notices, plus the mailing of notices and agendas to the Board Members and the Public.

As the Board Secretary, the AA takes roll, handles signup sheets for public comments and informs the Board Chairperson of the speakers. The AA ensures that all Board Meetings are recorded and minutes are taken. The AA will ensure that the minutes are prepared for inclusion in the next Board Packet.

Under the direction of the Executive Office/Staff Counsel/Administrative Chief prepare all Board Resolutions. Create and maintain a Resolution History System of all Board Actions taken beginning with the initial Board Meeting in the Spring of 2005. Design, develop and maintain a Subject Action filing system that has a built in cross coordination, i.e. Resolutions impacting strategic planning should be maintained in both the Resolution and the Strategic Planning files.

**10% CALENDARING** The incumbent is responsible for developing and maintaining itineraries/calendars of activities and meetings for the EO and the SNC staff as needed. Coordinate department-wide calendar usage to ensure consistency and maximization of the systems. Design, develop and implement departmental standards for calendaring. Coordinate training for all staff to ensure continuity.

**10% OPERATING POLICIES AND PROCEDURES WITH THE SUPPORT STAFF** The AA is responsible for coordinating the design, development, and implementation of the Executive/Administrative office operating policies and procedures. The incumbent will assist the administrative support staff and be the Team Coordinator in designing, developing, coordinating, implementing, and monitoring all administrative support staff functions. This will include development of the support staff plan with policies and procedures related to the responsibilities assigned including the correspondence guidelines, office policy memoranda, procedures for interaction with the Governor's Office, Agency, and the Board Members, The correspondence guide will incorporate policies, procedures, and practices for preparation, submittal, routing, approval, and tracking of documents. This includes establishing and monitoring the integration and synchronization of review and approval processes for controlled documents. The AA is responsible for establishing specific standards for all communication related to incoming and outgoing correspondence, calendaring, receiving and screening all incoming phone calls, reception area, communication standards for greeting guests and visitors to the SNC.

**5 % TEAM RESPONSIBILITIES SUPPORT FOR MEETINGS** - Under the direction of the Executive Officer and in conjunction with the Staff Services Manager, the incumbent will ensure that specific materials and charts as needed for Conservancy meetings including the SNC Board Meetings are prepared in a timely manner. Coordinate all recording, web casting, audio casting activities required at a variety of meetings are performed adequately.

**5% MISCELLANEOUS** - Perform other functions/activities and special projects as directed by the Executive Officer

SNC RPA 004

## **DUTIES AND RESPONSIBILITIES continued**

SNC RPA 004

### **ADMINISTRATIVE ASSISTANT I**

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### ***Knowledge of:***

Incumbent's knowledge should include the principles, practices, and trends of public business, and contract administration, management, and supportive staff services such as business administration, procurement, fiscal management, personnel, office management and management analysis, and organizational development.

##### ***Ability to:***

Think clearly, analyze information and solve problems, reason logically and creatively and utilize a variety of analytical techniques to resolve governmental problems, develop and evaluate alternatives, analyze data and present ideas and information effectively both orally and in writing, consult with and advise administrators or other interested parties on a wide variety of subject-matter areas, gain and maintain the confidence and cooperation of those contacted during the course of work, review and edit written reports, utilize interdisciplinary teams effectively, establish and maintain project priorities, develop and effectively utilize all available resources.

#### **DESIRABLE QUALIFICATIONS:**

- A variety of experience in administrative positions with emphasis on complex scheduling, office management, and general knowledge of the States processes and procedures.
- Experience in development and implementation of a variety of office management systems.
- Ability to work well under pressure and handle changing and competing priorities.
- Familiarity with personal computers, Microsoft Word, Microsoft Outlook, Microsoft Excel, Access, PowerPoint
- Possession of excellent verbal and written communication skills.
- Ability to interact well with people at all levels.
- Ability to work in a participative team environment.
- Willingness to work overtime.
- Willingness to travel.

#### **SPECIAL PERSONAL CHARACTERISTICS:**

- Demonstrated ability to act independently. Posses sound judgment, open-mindedness, flexibility and discretion.
- Demonstrated ability to maintain confidentiality especially for sensitive personnel matters.
- Demonstrated ability to handle multiple responsibilities simultaneously in an effective manner.
- Ability to maintain required job schedule.

#### **INTERPERSONAL SKILLS:**

- Ability to communicate in a clear and concise manner orally and in writing.
- Ability to be a participative team player.

#### **ADDITIONAL QUALIFICATIONS:**

- Knowledge and ability to establish the SNC's administrative goals and objectives.
- Ability to handle work assignments with successful outcomes.

#### **WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES REQUIRED TO PERFORM DUTIES:**

##### **WORK ENVIRONMENT**

- Dress in appropriate attire for an office environment.
- Ability to effectively handle stress and meet deadlines (job requires an individual with demonstrated success in these areas and no history of difficulty maintaining performance under stress)