



THE CITY OF SAN DIEGO

**OFFICE OF COUNCILMEMBER KENT LEE
SIXTH COUNCIL DISTRICT**

JOB OPENING (UNCLASSIFIED)

Executive Assistant

JOB OPENING INFORMATION

The Office of City Councilmember Kent Lee is seeking an experienced applicant to serve as an Administrative Assistant to provide high-level direct support to the Councilmember and the District 6 team.

The ideal candidate will have experience providing clerical and administrative support, and should have strong interpersonal, written, and verbal communication skills. Candidate should be organized, detailed, able to work well with others, has attention to detail, and experience working in a fast-paced administrative capacity.

By joining the Office of Councilmember Lee, you are joining a team of energized individuals who are dedicated to serving the constituents of District 6 and the Asian Empowerment seat.

DUTIES AND RESPONSIBILITIES

- Oversee and manage the Councilmember's daily calendar by processing all incoming meeting requests, event invitations, and keep the calendar concurrent with the Council's Legislative Council as well as his personal calendar
- Manage all day-to-day operations in the office such as phone call and e-mail processing for the main phone line and general e-mail account
- Track and monitor weekly e-mails in the general account to identify trends and report on top issues of the week
- Communicate with staff regarding the Councilmember's calendar appointments to verify that they are coordinating with entities to ensure successful meetings and events
- Coordinate with City departments and outside agencies for meeting details and relevant information needed for appointments
- Ensure that all office supplies are stocked, and the office is kept in a clean and orderly state
- Maintain record keeping procedures in accordance with state and local law
- Ensure proper reporting procedures are met and followed in accordance with state and local law

- Maintain weekly Thank You list for cards the Councilmember should be sending out
- Book travel arrangements as needed for Councilmember and staff, including prompt submission of travel expense reports upon return of travel
- Ability to work in person Monday through Friday from 9 – 5 in the City Administration Building, with flexibility to help staff all team events throughout the year
- Collaborate with the Chief of Staff to ensure all administrative processes of the office are working efficiently

QUALIFICATIONS

- Experience working in a professional administrative capacity
- Ability to work independently and organized in a fast-paced environment, while managing several projects simultaneously and adjusting to frequently shifting immediate demands
- Demonstrated ability and willingness to serve the public interest
- Self-starter with excellent project, time management, and organizational skills
- Commitment to equity, racial, social, and economic justice, and the ability to work with neutrality in a politically charged environment
- Use discretion and employ good judgement to make sound decisions in accordance with established procedures and policies
- Socially adept in navigating difficult interactions and challenging individuals in a positive and productive manner
- Strong interpersonal skills with an ability to seamlessly integrate into an organizational culture as a part of a team in a fast-paced, high-pressure, and deadline driven environment
- Bilingual communication skills highly desirable although not required

TO APPLY

Interested applicants should send a resume, brief cover letter describing why you would like to work for the District 6 office, and desired salary to Sara Kamiab at skamiab@sandiego.gov with Administrative Assistant Position in the subject line. Applications will be accepted until the position has been filled.

The City of San Diego has an active Equal Opportunity/ADA Program for employment and vigorously supports diversity in the workplace.

Benefits:

This position is eligible for participation in the City's Flexible Benefits Plan, which offers several benefit plan options or a taxable cash option; \$50,000 in City-paid life insurance; paid annual leave accruing at a rate equivalent to 22 days per year for an employee's first 15 years of service. Retirement benefits for this unclassified position depend on an employee's eligibility status (new hire, rehire, etc.). To learn more about this position's employee benefits, please review the Benefits Summary for Unclassified Employees or contact the Benefits Division of the Risk Management Department at (619) 236-5924. Some benefits currently offered to employees may be modified in the future.

Pre-Employment Requirements:

Employment offers are conditional pending the results of all screening processes applicable to the position, which may include the following: confirmation of citizenship or legal right to work in the United States; completion of a pre-employment medical review and exam (which may include drug and alcohol testing); reference checks; confirmation of full COVID-19 vaccination; and fingerprinting. Fingerprints will be submitted to the Federal Bureau of Investigation and the California Department of Justice for a conviction record report. Certain positions may require additional screening processes, which may include a polygraph examination and/or background investigation. All of these processes must be successfully completed before employment begins. A positive test for alcohol or illegal drugs, including marijuana, or inadequately explained prescription drugs, or misrepresentation, falsification, or omission of pertinent facts in any step of the screening or selection process, may be cause for disqualification or termination of employment. Nothing in this job posting constitutes or should be construed as part of an express or implied contract for employment with the City of San Diego. Candidates must notify the Personnel Department of any change in their name, mailing address, email address, or phone number, otherwise they may miss employment opportunities.