

Job Description

Title: Executive Assistant

District 9, City of San Diego

The City of San Diego's Ninth District is represented by Council President Sean Elo-Rivera. Council President Elo-Rivera has been a longtime advocate for many of the issues that plague our city and his "north star" is to boldly advocate for providing opportunity for all. Sean believes "Opportunity for All" is about tapping into our potential as a city to provide every person the chance to reach their full potential as individuals. Council President Elo-Rivera strongly fights for a local government that is accessible for all, delivers world class services for all, and upholds transparency in pursuit of responsible governance. The San Diego Council District 9 Office currently has an opening for the Executive Assistant position. The Executive Assistant provides high-level direct support to the Councilmember and his Chief of Staff.

Executive Assistant Responsibilities:

- Oversee the Councilmember's daily calendar by processing all incoming meeting requests, event invitations, and keep the calendar concurrent with the Council's Legislative Calendar.
- Collaborate with the Chief of Staff and Deputy Chief of Staffs to ensure that all administrative processes of the office are working efficiently
- Communicate with staff regarding the Councilmember's calendar appointments to verify that they are coordinating with entities to ensure successful meetings and events
- Manage day to day operations in the office such as phone call and email processing for the main phone and email account. Working in tandem with the Intern Manager and the interns assisting with clerical responsibilities
- Collaborate with the communications team to ensure that they are aware of all events, speaking engagements, and media requests
- Collaborate with community empowerment team in scheduling Councilmember meetings, visits and tours in the district, including office hours, legislative recess activities, and outreach forums.
- Coordinate with City departments and outside agencies for Council and Board/Commission Meeting details
- 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
- Book travel arrangements as needed for the Councilmember and Chief of Staff including flights, hotel, and ensure prompt submission of travel expense reports upon return of travel

- Ability to work in person M-F 9am-5pm at the District 9 Office in the City Administration Building.

EDUCATION/EXPERIENCE: You must meet ONE of the following options.

1. Four (4) years of office clerical/administrative support experience equivalent to an Office Manager Assistant; OR,
2. Two (2) years experience of clerical work and a Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter).

Required Skills and Abilities:

- High level of attention to detail and be solution oriented
- Ability to understand and uphold the strict confidential nature of administrative work as well as be able to perform work in a professional manner and maintain integrity when working in a political environment
- Command of Microsoft Office Suite software and good computer skills
- Ability to work self-sufficiently on assigned tasks
- Approachable and helpful, especially to the Councilmember, staff, and other members of the Council and their teams.
- Excellent organizational skills
- Strong verbal and written communication skills ensuring clear communication on processes
- Ability to work extended hours as needed to support Council meetings or events
- Knowledgeable about the inner workings of the City, and ability to read and understand legislative materials
- Bilingual communication skills.

Salary Range: \$75,000 - \$90,000 depending upon experience and budget availability.

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; 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.

Please submit resume and cover letter May 26th, 2023 at 5:00pm via our interest form: sdd9.info/apply

If you have questions, please email Lydia Van Note lvannote@sandiego.gov