



External Job Posting

Job Title: **Executive Assistant to Executive Director**
Biweekly Salary: **\$3,440 (Step 1) - \$4,182 (Step 5)**
Annual Salary: **\$89,440 (Step 1) - \$108,741 (Step 5)**
Final Filing Date: **March 31, 2017**

BRIEF DESCRIPTION:

The San Francisco Office of Community Investment and Infrastructure (OCII) is hiring an Executive Assistant to the Executive Director to provide highly complex and confidential administrative support to the Executive Director and Executive Management Team. In coordination with the OCII Commission Secretary, this position will participate in preparation for the OCII's Commission on Community Investment and Infrastructure (Commission) and Oversight Board meetings.

JOB RESPONSIBILITIES:

- Serve as personal and confidential assistant to the Executive Director by providing complex secretarial and administrative support to the Executive Director in his/her official duties; maintain Executive Director's calendar; schedule appointments; arrange meetings and conferences; make travel arrangements;
- Arrange and coordinate appointments, meetings, public appearances or presentations within and outside the OCII for the Executive Director, Executive Management Team, and Project Teams as directed;
- Coordinate event planning such as groundbreakings and openings for OCII development projects; coordinate responses to media requests, in collaboration with Executive Management Team; and coordinate website updates as needed;
- Transmit pertinent and appropriate information to and from OCII staff in order to facilitate staff communication and coordination with the Executive Management Team; take regular, independent action to ensure timely response to information requests to staff from the Executive Management Team;
- Draft, review or edit official correspondence, documents, PowerPoint presentations, and other written materials requiring Executive Management Team signature(s) or official approval;
- In coordination with the OCII Commission Secretary, participate in the preparation and set-up for OCII's Commission and Oversight Board meetings;
- Screen incoming calls and/or visitors and mail for the Executive Management Team; to determine their purpose; coordinate response by providing or securing information needed to respond or redirect the inquiry;
- Establish and maintain a variety of complex and/or confidential records and files of the Executive Director as required, including confidential and official historical data;
- Build and maintain positive working relationships with co-workers, other OCII employees, and the public; and
- Complete special projects and perform related duties as required;

MINIMUM QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would include eight years of increasingly responsible clerical and secretarial work or equivalent to completion of the twelfth grade supplemented by course work in business, office management or a related field. Excellent computer skills, including a high proficiency with the Microsoft Office Suite, and experience with office machines (fax, photocopier, scanning) is required.

BENEFITS:

For your Health & Welfare Benefits

- Medical/Dental/Vision
- Basic Life Insurance & Accident, Critical Illness & Hospital Indemnity
- Supplemental Life Insurance (with optional dependent coverage)
- Health Care and Dependent Care Flexible Spending Accounts
- Employee Assistance Program

For your Financial Future

- CalPERS Pension Program-estimated 10% Employee Contribution
- Short-term Disability Insurance
- Long-Term Disability Insurance
- Deferred Compensation Plan

For your Work/Life Balance

- Paid holidays
- Vacation and sick leave accrual
- Commuter Benefits Program
- Wellness Program

APPLICATION PROCESS:

Applicants must submit and complete an application packet consisting of an OCII Job Application, resume, and cover letter. Materials can be found at [here](#) or at www.sfocii.org under Employment Opportunities.

PACKETS CAN BE EMAILED, FAXED OR MAILED TO:

EMAIL: careers.ocii@sfgov.org (PDF FORMAT ONLY) with name of position in subject line

FAX: 415-749-2502

MAIL: Office of Community Investment and Infrastructure
Human Resources Department – Attn: April Ward;
1 South Van Ness Avenue – 5th Floor
San Francisco, CA 94103

Failure to submit all requested materials by the deadline will result in rejection of the application.