



Executive Assistant (Admin Ops)

Job Title: Executive Assistant
Department: Administration
Reports To: COO and CIO
FLSA Status: Non-Exempt
Location: Sacramento, CA

SUMMARY: The Executive Assistant represents a full-time staff position within the California Mental Health Services Authority (CalMHSa). The Executive Assistant reports to the COO and CIO. The Executive Assistant is responsible for fostering communication and diligence through proper administration and utilization of important records.

DUTIES AND RESPONSIBILITIES include but are not limited to:

- Administration of Outlook, web-based platforms, Salesforce, and other program management tools.
- Develop project-related documents (i.e., Excel Spreadsheets) with accurate program information.
- Prepare meeting agendas, minutes, and document action items.
- Schedule and plan meetings (in-person or virtual).
- Ensure project deadlines are met for all reporting needs.
- Develop correspondence to external entities, Members, state agencies, affiliates, etc.
- Maintenance of files and records.
- Photocopying, scanning, emailing.
- Prepare mail and outgoing packages, and distribute incoming mail/packages.
- Update and maintain Asana, Salesforce, and other databases.
- Work as an integral component of a project team.
- Other duties as assigned.

QUALIFICATIONS –

EDUCATION and/or EXPERIENCE

Requires a BS/BA (In English, preferred) and five (5) years of qualifying executive assistant experience or an acceptable equivalent combination of education and experience.

To perform this job successfully, an individual must be able to perform each essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Experience with document editing and proofreading.
- Detailed-oriented and organized.
- Demonstrate a sense of urgency, initiative, responsiveness, and a proactive approach to work.
- Confidentiality and integrity focused.
- Ability to analyze processes and data.
- Excellent problem solving and presentation skills.



- Has a strong desire to succeed in the face of adversity and demonstrates the willingness to push through challenges associated with changes and new business development.
- Legally able to work in the USA without sponsorship.
- Has a reliable vehicle – will be required to use vehicle for post office and other office-related trips.
- Must be willing to travel, when necessary.

COMPUTER SKILLS – Demonstrate the ability to use a computer and applicable computer software effectively. Intermediate knowledge of Excel & Word, Adobe, PowerPoint, and Outlook. Experience with DocuSign and any other project management product software required.

LANGUAGE SKILLS and MATHEMATICAL SKILLS - Demonstrate the ability to read, comprehend, and respond appropriately through written or verbal form; demonstrate tactfulness when communicating including internal communication with staff members of all levels; ability to communicate with a variety of audiences effectively. Ability to add, subtract, multiply, and divide in all measure units, using whole numbers, common fractions, and decimals.

REASONING – Demonstrate the ability to effectively apply common sense and follow through to daily tasks; demonstrate the ability to work with little or no supervision; demonstrate excellent analytical skills; demonstrate the ability to efficiently conduct research and ask appropriate probing questions to complete necessary tasks.

PHYSICAL DEMANDS - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit and stand; use phone and headset; use hands, arms, fingers to type; answer phones; write; use calculator; demonstrate strength to lift and carry materials weighing up to 10 pounds; demonstrate clear vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; and drive a motor vehicle on public roads and highways.

SENSORY DEMANDS - The incumbent must spend long hours in intense concentration. The incumbent must also spend long hours on the computer entering information which requires attention to detail and high levels of accuracy.

MENTAL DEMANDS - There are a number of deadlines associated with this position, which may cause significant pressure. The incumbent must also deal with a wide variety of people on various issues.

REGULAR WORK SCHEDULE – Varies depending on business needs; however, the company's regular business hours are 8:00am to 5:00pm, Monday – Friday