

Agency Members

City of Campbell
 City of Monte Sereno
 City of Mountain View
 City of Santa Clara
 Town of Los Gatos

3370 Thomas Road
 Santa Clara, CA 95054
 Telephone • (408) 764-0344
 Facsimile • (408) 988-5411
 Web site • www.svaca.com

JOB DESCRIPTION

EXECUTIVE ASSISTANT

THE POSITION	<p>Under general direction, to serve as the confidential assistant to the Executive Director. To supervise and participate in the clerical, record keeping, receptionist, and other support functions for the Animal Control Authority. This is an at-will position.</p>
EXAMPLES OF DUTIES	<ul style="list-style-type: none"> ◆ Perform a variety of confidential and/or complex secretarial and administrative duties for the Executive Director. ◆ Screen calls and visitors, and answer or refer inquiries as appropriate. ◆ Prepare monthly reports of Animal Services activities for agency members. ◆ Prepare and process payroll. ◆ Relieve management of routine personnel and budget duties. ◆ Initiate and maintain a variety of files and records. ◆ May provide clerical support to a board or commission, including the preparation of the agenda, assembling background materials, and taking minutes of the meetings. ◆ Keep track of and order office supplies for entire organization. ◆ Process accounts payable and receivable. ◆ Make deposits and administer petty cash fund. ◆ Perform related duties as assigned.
ESSENTIAL JOB FUNCTIONS and REQUIREMENTS	<ul style="list-style-type: none"> ◆ Must have knowledge of modern office methods, procedures and equipment. ◆ Must have five years of increasingly responsible office support experience, including some lead direction of others. ◆ Must have a high school diploma, G.E.D equivalency, or a high school proficiency certificate. ◆ Must possess a valid California driver's license with a clear driving record and be insurable. ◆ Must have thorough knowledge of proper punctuation, spelling and grammatical usage, and a broad vocabulary covering common administrative terminology. ◆ Must have the ability to discreetly and effectively handle confidential matters. ◆ Will be required to stand or sit for long periods of time, walk, reach, frequent bending and stooping, lift and carry up to 25 lbs. without assistance. ◆ Will be exposed to loud noise, offensive odors, chemicals, animal parasites and excreta.
DESIRABLE QUALIFICATIONS	<ul style="list-style-type: none"> ◆ Degree in business or secretarial procedure. ◆ Supervisory experience.