



The League of California Cities invites your interest for the position of:

## **Administrative Associate**

March 2024

### **Cal Cities Culture and Mission**

Cal Cities is dedicated to creating a collaborative and inclusive environment where passionate professionals can thrive. We're looking for candidates who are focused, driven, and above all else, seeking deeper meaning in their work. Reflecting the diversity of California, each of Cal Cities' employees is a vital partner in the organization's mission and success. If you also have a passion for public service, local government, advancing equity, and working with dynamic, talented teammates, this is where you belong!

Headquartered in downtown Sacramento, since 1898 the League of California Cities has been an active partner in local government, providing legislative advocacy, educational and informational services to cities. Cal Cities' mission is to enhance the quality of life for all Californians by protecting and expanding local control for cities through education and advocacy. Cal Cities has approximately seventy-five staff supporting its operations.

### **Education & Member Services Department**

The Education and Member Services Department is an important leader in providing city officials with opportunities to enhance their knowledge and expertise. Developing more than 30 different single- and multi-day meetings annually, the department delivers a variety of educational and networking programs that range in size from 100 to 2,500 attendees. Individual and collective contributions by team members reflect the department's commitment to quality programming, customer service and excellence.

### **Position Summary**

The League of California Cities is looking for a talented and professional Administrative Associate with a fierce attention to detail and a 'can do' attitude. This position provides high-level administrative support to members of the senior management team and may be assigned more specialized administrative support duties as needed.

Some of the Essential Duties and Responsibilities include:

- Support senior managers on special projects that involve cross organizational and multi-organizational collaboration and input.
- Prepare professional correspondence with proper grammar and formatting.
- Prepare Word, Excel, PowerPoint presentations, agendas, reports, special projects and other documents in support of objectives for the organization.
- Review and proof communications for senior managers.
- Update contact information in association management system for lists related to the distribution of invitations, targeted communications, and meetings.
- Take detailed meeting notes for a variety of meetings.
- Use project management software to communicate and track tasks as assigned by senior management.
- Extract reports and data as requested from association management system.
- Collect and organize information from multiple sources for written and verbal reports.

Employment opportunities are located at: <https://www.calcities.org/join-our-team>

**Reflecting the diversity of California, the League of California Cities is an equal opportunity employer.**

- Manage sensitive matters with a high level of confidentiality and discretion.
- Prepare and maintain travel arrangements and itineraries.

### **Qualifications & Experience**

High school diploma or equivalent GED. Three (3) years of increasingly responsible secretarial or administrative assistant experience. The ideal candidate will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills. Proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint) is required.

### **Work Schedule and Travel**

Cal Cities' normal workweek is Monday through Friday, 8:30 a.m. to 5 p.m.; 37.5 hours.

### **Compensation & Benefits**

**Salary:** Depending on qualifications. Salary range \$44,763 - \$67,145, equal to \$22.95 - \$34.43 per hour for a 37.5-hour work week.

**Retirement:** California Public Employees Retirement System (CalPERS) 2% at 60 for classic CalPERS members; 2% at 62 for new CalPERS members.

**Deferred Compensation:** Employees may defer compensation through Cal Cities', Mission Square 457 defined contribution plan.

**Health/Dental/Vision Insurance:** Employees participate in an optional benefit program that includes dental insurance, vision insurance and medical coverage selected from three HMO and two PPO plans.

**Life Insurance:** Employer-paid life insurance coverage for employees. Supplemental employee-paid coverage is available.

**Other Benefits:** Under employer's optional benefit program, employees may use a portion of their salaries on a pre-tax basis to cover childcare and/or certain health care expenses.

**Vacation:** Two weeks annually; three weeks after five years of service.

**Holidays:** Employees receive twelve paid holidays annually.

**Sick Leave:** Employees earn twelve days annually.

### **Recruitment/Decision Schedule**

To apply, please submit your resume and cover letter on our careers page:

- [www.calcities.org/join-our-team](http://www.calcities.org/join-our-team)

OR click on the following application link <https://secure.onehcm.com/ta/LCAC.careers?ShowJob=620924874>

Application deadline is March 31<sup>st</sup>. Interviews will be scheduled in the following weeks.