



EMPLOYMENT OPPORTUNITY

NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

SENIOR ADMINISTRATIVE ASSISTANT

1027-0112-OC

**SALARY GRADE /
RANGE:**

Range: 48.51 \$19.08 - \$21.06 Per Hour

EMPLOYMENT

One f/t, 52 week p/y position w/NHA/CYFS located at 5660 Copley Drive

APPLICATION SUBMITTAL INSTRUCTIONS: POSITION POSTED UNTIL FILLED

Application and Supplemental Information Request must be fully completed (per instructions), signed, dated when submitted. Must also attach original typing certificate (dated within last six months) of at least 50 words per minute to be considered

Applications and job announcements may be obtained at the above address; 841 South 41st Street, San Diego, CA 92113; or you may refer to www.neighborhoodhouse.org.

NOTE: 1 - Only properly completed and submitted applications will be considered. Notifications will not be sent for applications that do not meet submission requirements. 2 - Applications of candidates who do not meet the stated position requirements will not be considered. Only those considered for interview will be contacted.

JOB DUTIES and RESPONSIBILITIES:

Provides confidential secretarial and administrative support to the Vice President, Children Youth and Family Services (CYFS); types and/or drafts memoranda, correspondences, reports, contracts, agreements, presentation and overhead materials, forms, technical reports, public announcements and other documents ranging from routine to complex; maintains the Vice President's calendar; coordinates, arranges and confirms meetings; establishes and maintains information to track pending projects; researches and assembles information from a variety of sources for the preparation of publications, records, and reports; organizes and maintains office files; makes and confirms travel and other arrangements for conferences and business trips; establishes and maintains confidential subject project, tickler and specialized files; orders supplies; provides administrative and secretarial support for professional association affiliations of NHA; support training function with setup and coordinate training classes/workshops logistics, including calendar, speaker schedules, audio-visual, refreshments, etc.; prepares training correspondence, reports, and materials as directed; participates in the development and implementation of policies and procedures. Incumbent may be asked to provide administrative support for other senior staff as assigned, and may be asked to supervise other office and administrative support staff; and coordinates the completion of staff assignments for presentation to such groups.

QUALIFICATIONS:

Education, Experience & Training: College degree with at least one (1) year administrative experience; or graduation from high school or G.E.D. equivalent, and six years of increasingly responsible office administrative or secretarial experience; or an equivalent combination of training and experience.

QUALIFICATIONS (continued):

Knowledge of: Office administrative and management practices and procedures; principles and practices of sound business communication; correct English usage including spelling, grammar and punctuation; travel and expense reporting; basic functions of public agencies; computer equipment and advanced uses of word processing, spreadsheet, graphics, and other software; budgeting, recordkeeping, filing and purchasing practices and procedures.

Ability to: Operate a computer and word processing software and other standard office equipment; manage multiple and rapidly changing priorities; organize, interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies; organize, research and maintain complex and confidential office files; compose correspondences, prepare documents and make arrangements with minimal instruction; communicate clearly and effectively orally and in writing; prepare clear, accurate and concise records and reports; maintain highly sensitive and confidential information; use a high degree of tact, discretion and diplomacy in dealing with sensitive matters and concerned complainants and/or individuals; establish and maintain highly effective working relationships with NHA executives, elected and appointed officials of governmental agencies, staff, community and business leaders, the media and others encountered in the course of work.

Licenses & Certification: Possession of, or ability to obtain, a valid Class C Driver's License is required. **Must meet and maintain State law and county licensing requirements regarding employment in a child care center (fingerprints, TB, physical)**

PHYSICAL & MENTAL DEMANDS:

Employee is required to sit, stand and walk; talk or hear, both in person and by telephone; use hands to operate, finger, handle or feel office equipment; reach with hands and arms; and lift up to ten pounds. This job includes close vision and the ability to adjust focus; is required to use written and oral communication skills; read and interpret data and information; observe and interpret situations; analyze and solve problems; make basic arithmetic calculations; learn and apply new information and skills; perform highly detailed work on multiple, concurrent tasks; and meet intensive and rapidly changing deadlines and priorities.

APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.

The provisions of this job announcement do not constitute an expressed or implied contract.

SUBMISSION OF APPLICATIONS

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 4:30 p.m. on that date, unless otherwise stated on this job announcement.

POSITIONS REQUIRING DEGREE/ CREDENTIAL

Where required, an official transcript from an accredited college/university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.

BENEFITS

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

HOURS

Unless otherwise stated in this job announcement, the normal workweek is eight (8) hours per workday for five (5) workdays (i.e., 40-hours per workweek), although the actual hours of work in the workday may vary between 6 a.m. – 11 p.m. Occasional weekend work may be required.

INTRODUCTORY PERIOD

All regular appointees serve 6 months probationary period.

CITIZENSHIP/IMMIGRATION STATUS

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

SUPPLEMENTAL INFORMATION REQUEST

SENIOR ADMINISTRATIVE ASSISTANT

IMPORTANT INFORMATION & INSTRUCTIONS

Every applicant is required to **complete, sign and submit** this supplemental information request. Please attach a separate sheet with your responses. Please limit your response to no more than 2 pages, font no smaller than 11 point.

Please read each item carefully and provide clear and complete responses that accurately detail your education and relevant work experience and abilities. The information you provide on the general application and supplemental information request will be used to evaluate your overall qualifications for the position and to determine your eligibility to further compete in the process. Successful candidates may be invited to participate in other segments of the selection process.

***The employers and dates of employment that you list in response to the supplemental information request MUST match employers and dates provided in the work experience section of this employment application.** Failure to provide matching employers and dates of employment may result in your application being tagged as “not qualified” for this recruitment.

Both the application form and the responses to the supplemental information request must be legible. Referral to a resume in lieu of a response on the application and/or supplemental information request will not be acceptable. Vague, illegible or incomplete responses may disqualify your application, or reduce the credit given for your qualifications.

1. The Senior Administrative Assistant will be engaged in highly responsible, complex and often sensitive and confidential office administrative and secretarial support functions. Please describe your experience providing this level of office administrative and secretarial support which makes you uniquely qualified for this position.
2. The Administrative Assistant is required to be organized, set priorities and exercise sound independent judgment within areas of responsibility. a) On a scale of 1 to 10 (with 1 being the lowest and 10 the highest), please rate yourself on your ability to organize, prioritize and manage multiple and rapidly changing priorities. b) Please validate your rating with 2 examples.
3. Please tell us about a time where you had to analyze a complex administrative issue or problem, evaluate alternative solutions and make recommendations for a different course of action. What was the outcome?
4. Describe your computer application skills. List, by name, the software applications with which you have experience. Indicate your level of proficiency by software listed.

CERTIFICATION

I hereby certify that all statements made in this supplemental questionnaire are true and complete, and understand that any misstatements of material facts will subject me to disqualification and/or dismissal.

SIGNATURE _____ **DATE** _____