



Redwood Coast Regional Center

Respecting Choice in the Redwood Community

POSITION ANNOUNCEMENT

(This is not a full job description)

Administrative Assistant

(Director of Clinical and Community Services)

Redwood Coast Regional Center is currently recruiting for an Administrative Assistant with four years of related experience working in a highly progressive administrative assistant environment preferably in a human services, or related field (An AA may be substituted for two years of experience). This position requires the ability to type 55 wpm evidenced by a typing certificate; knowledge of various office machinery including personal computers; copier, fax machine and calculator. Also required is a thorough knowledge of Microsoft Office environment and other database programs.

Under direction, the Administrative Assistant is responsible for advanced complex and specialized tasks. This position requires the ability to work with minimal supervision; to exercise independent judgement and initiative; good teaming skills; good communications skills both verbally and written; excellent organizational skills; flexibility; thorough understanding of the concept of confidentiality and skill in relating to the general public and staff in a tactful, concise, diplomatic manner.

This position requires a valid CA driver's license, reliable transportation, and minimum vehicle insurance as prescribed by law or the ability to provide for independent transportation. A background check will be required prior to employment.

Salary range: Starting \$2557/month (8 step range) with excellent benefits
\$250/month Bilingual Stipend (Spanish)

Location: Full Time: Eureka, CA

Deadline: August 17th, 2018 at 5PM

Please visit our website: www.redwoodcoastrc.org Click ABOUT US tab; Career Opportunities in the dropdown box. Please download the application and forward the completed application and a current resume, letter of interest and a typing certificate for 55wpm. Incomplete packets will not be considered for an interview.

525 - 2nd Street, Suite 300, Eureka, CA 95501 707-445-0893

1116 Airport Park Blvd., Ukiah, CA 95482 707-462-3832 * 270 Chestnut St., Ste A, Ft Bragg, CA 95437 707-964-6387

1301 A Northcrest Dr., Crescent City, CA 95531 707-464-7488 * 180 - 3rd Street., Lakeport, CA 95453 707-262-0470



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I. Position Title: **Administrative Assistant**
of Director of Clinical and Community Services

II. Job Description and Duties:

The Administrative Assistant to the Director of Clinical and Community Services performs the following duties: oversees phone messages to Director and ensures timely forwarding; responds to selected messages where appropriate or requested; reviews all incoming mail for Director on a daily basis and sorts, organizes, copies, forwards, and (where applicable) responds to mail; serves as central coordinator for schedules of all members of the Clinical and Community Services Department; collects and distributes schedules on a monthly basis and updates weekly or as needed; provides administrative assistance with management of tasks such as meeting arrangements, notifications, mailings, business travel arrangements, supplies acquisition, and special projects; arranges for or directly takes notes at identified meetings or events and edits, publishes, and distributes those notes; demonstrates proficiency in computer use, including data base, page layout, and word processing software; responsible to create, update, and print specialized mailing lists as needed; responsible to create, update, and publish specialized data bases as needed; responsible to assist with project management tasks such as the creation of GANNT or PERT charts, and updating of those charts on a flow basis; responsible to assist with publication of professional documents such as flyers, brochures, booklets, and manuals using page layout and graphics software; demonstrates professional knowledge of confidentiality policy and practices; able to handle sensitive information or work issues with a high level of discretion and professionalism; assists in the development of organizational practices for department staff, including scheduling, response systems, accessibility, work flow systems, filing, electronic document management, and information storage and retrieval; maintains up-to-date data base of informational material and Federal and State regulations related to regional centers and developmental disabilities; conducts oneself in a person centered principled manner; provides information to staff and community members upon request; writes correspondence as requested.

II. Minimum Employment Standards:

A. Education:

Graduation from high school or a G.E.D. is required; additional education and/or training related to computer use, computer software applications, time management skills, and organizational skills are desired.

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B. Experience:

Four years of related experience working with secretarial, record keeping, computer applications, and similar functions. An Associate's or Bachelor's degree may be substituted for two years of experience.

C. Knowledge and Abilities:

Knowledge of office methods, practices and equipment; knowledge of computers, including use of word processing and data base software; excellent skills in working professionally and effectively with others and maintaining good working relationships; excellent skills in establishing priorities and meeting deadlines; able to complete reports, letters, memos, and other professional correspondence; excellent team skills; excellent verbal and written communication skills. Minimum typing speed of 55 wpm with Typing Certificate required.

D. Travel Requirements:

Travel, which may include infrequent overnight trips, is required for this position. Position requires reliable transportation, valid California Drivers' License and minimum vehicle insurance as per the requirements of the State of California or the ability to obtain independent transportation.

III. Supervision:

This position is supervised by the Director of Clinical and Community Services

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Core Competencies

Administrative Assistant to Director of Clinical and Community Services Department

- ☐ Articulates agency Vision Statement and Departmental Mission Statement in one's own words
- ☐ Demonstrates Person Centered Practices and strategies
- ☐ Demonstrates knowledge of developmental disabilities
- ☐ Demonstrates professional ethics in all aspects of work (honesty, integrity, respectful demeanor, accountable for actions)
- ☐ Demonstrates respectful communication: good reflective listening, has patience, manages own reactions and ensures understanding
- ☐ Demonstrates good technical assistance skills; including organizing materials, coaching, demonstration of methodology, teaching skills, and providing feedback
- ☐ Demonstrates a solid working knowledge of local resources and supports relative to the Department and the Department's Director
- ☐ Demonstrates the ability to manage several projects within a timely manner.
- ☐ Demonstrates skills in planning, organizing, directing and evaluating the work of others.
- ☐ Demonstrates the skills in analyzing, interpreting, and applying complex projects that follow regulations.
- ☐ Demonstrates the skill in analyzing complex projects, and developing and implement effective courses of action.
- ☐ Responds to phone calls and e-mail in a timely fashion
- ☐ Skillfully acknowledges differences by showing cultural awareness and mindfulness of others
- ☐ Exhibits the ability to multi-task, set priority and meet strict deadlines

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- ☐ Exhibits excellent written communication skills
- ☐ Displays proficiency using standard office equipment such as a computer, fax, photocopier, and scanner.
- ☐ Demonstrates a solid working knowledge of the computer programs and information systems required for the completion of one's work responsibilities including but not limited to SANDIS, ADP, Microsoft Outlook, Microsoft Word, PowerPoint program and Abode Pro.
- ☐ Demonstrates advanced proficiency by quickly adapting to new technology and easily acquiring new technical skills.
- ☐ Able to create tracking systems and utilize Excel spreadsheets for monthly, quarterly, yearly statistics.
- ☐ Able to produce flyers and other training material (power point, etc.) under supervision of the Manager.
- ☐ Ability to balance conflicting priorities in order to manage workflow and ensure the completion of essential projects and to meet critical deadlines.
- ☐ Effectively manages the workspace (i.e. keeps a clean and organized office, appropriately handles all paperwork, maintains control over the physical environment).

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