



***League of California Cities®
Executive Assistant
Job Announcement
May 2017***

The League

The League of California Cities® has been an active partner in local and state government for more than 115 years. A nonprofit organization located in downtown Sacramento, the League's mission is to expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians. The League is a membership-driven organization with its priorities developed by local leaders.

Executive Assistant Position

This is a key position supporting the League's Executive Director. Responsibilities include; assist with the overall administrative operations in the Executive Directors office; provide administrative support to key policy-making/leadership bodies including the League Officers, Board of Directors, and the Nominating Committee; serve as a confidential assistant to the Executive Director. Perform a wide variety of detailed and complex administrative tasks with minimum guidance, while assuring complete confidentiality.

Qualifications & Experience

A minimum ten years progressively responsible senior administrative experience; with at least five years supporting an executive/senior-management position. Formal secretarial training and bachelor's degree preferred, or a combination of education and experience which provides the required knowledge, skills, and abilities.

Other qualifications include: Excellent oral and written communications skills; Superior office technology and computer skills; highly proficient with Microsoft Office Suite, particularly Word, Outlook, PowerPoint and Excel; Ability to establish and maintain effective working relationships with a wide variety of professional contacts; Ability to work independently and exercise excellent business judgement.

Work Schedule and Travel

The normal work week for this position is Monday through Friday, 8:30 a.m. to 5 p.m. This position requires occasional overtime and some overnight travel.

Compensation & Benefits

- **Salary:** Depends on Qualifications, salary range starting at \$64,262
- **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 up to \$18,000 per year through the League's ICMA/RC defined contribution plan.
- **Health and Dental:** Employees may select medical coverage from two HMO and one PPO plan; dental insurance is a PPO plan.
- **Life Insurance:** League-paid \$50,000 life insurance coverage for employees; supplemental employee-paid coverage is available.

Employment opportunities are located at: www.cacities.org/employment

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

- **Other Benefits:** Under the League's Section 125 Plan, employees may use a portion of their salaries on a pre-tax basis to cover child care and/or certain health care expenses.
- **Vacation:** Two weeks annually; three weeks after five years of service.
- **Holidays:** League employees receive twelve paid holidays annually.
- **Sick Leave:** Employees earn twelve days annually.

Recruitment/Decision Schedule

Recruitment for the Executive Assistant will be ongoing until the position is filled. The goal is to complete the recruitment process at the earliest opportunity and welcome the new team member on board as soon as possible.

Application Procedure

Please submit a cover letter, resume and salary requirements to:

Preferred: careers@cacities.org

Alternative: League of California Cities
Attention: Human Resources Director
1400 K Street, Suite 400
Sacramento, CA 95814

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