



EXECUTIVE ASSISTANT

Classification specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications *may not include all* duties performed by individuals within a classification. In addition, specifications are intended to outline the *minimum* qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

FLSA STATUS: Non-Exempt

DEFINITION:

Under general direction, to provide a variety of highly responsible and complex office, secretarial, and administrative services and duties in support of the Executive Director and Executive Management, the Governing Board, and the Mental Health Commission, and other officials where there is continuous exposure to confidential information unique to that office; relieve the Executive Director of all possible routine administrative and clerical details; interpret policy and administrative regulations; and assist the public by providing information personally or directing information requests according to established procedures. Perform other duties as required.

DISTINGUISHING CHARACTERISTICS:

This single-position Executive Assistant class serves as an advisory/support role to the Executive Director and executive management; has continuous exposure to sensitive Center-wide subject matter and confidential issues unique to that office; is expected to independently perform the full scope of assigned duties; and regularly exercise discretion and independent judgment. The Executive Assistant reports to the Executive Director.

EXAMPLES OF ESSENTIAL DUTIES: Essential duties include, but are not limited to, the following:

- Handle highly confidential information regarding controversial issues, individuals and/or projects with diversified, Center-wide implications; render direct and confidential secretarial support and administrative assistance to the Executive Director and executive management, as needed.
- Provide administrative and project management support for the Executive Director with strategic initiatives, community engagement, and special projects. Conduct research, compile data, and assist in preparing reports for local, state, and federal agencies. Support compliance, accreditation, and performance tracking activities, ensuring alignment with agency goals and public sector accountability requirements.
- Prepare Executive Director agenda/material, attend and support the JPA Administrator/Clerk to the Governing Board and Mental Health Commission in accordance with applicable federal, State, City, and Center policy regulations, including the Brown Act.

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- Ensure up-to-date knowledge and compliance with applicable federal, State, City, and Center policy regulations, including the Brown Act. Make recommendations for agency policy changes as needed for compliance.
- Maintain files and records according to federal, State, local, and agency regulations including the Health Insurance Portability and Accountability Act (HIPAA), the Brown Act, and the Fair Labor Standards Act (FLSA).
- Prepare and compile agendas, presentations, and related materials for Executive Team meetings, committees chaired or designated by the Executive Director, and other leadership forums. Attend meetings as directed and serve as recording secretary, ensuring accurate documentation of discussions, actions, and follow-up items. Draft and finalize meeting minutes, correspondence, reports, and agenda items from notes, digital recordings, or direct instruction using current collaboration and transcription tools (e.g., Microsoft Teams, OneNote, or digital dictation software), ensuring accuracy, accessibility, and compliance with agency standards.
- Manage dynamic calendars, scheduling, and coordination of hybrid and in-person meetings using Microsoft 365, Teams, Zoom, and related platforms.
- Serve as the primary point of contact for the Executive Director and Executive Management Team, providing professional and courteous communication to internal and external stakeholders. Manage and triage incoming calls, emails, visitors, and correspondence—ensuring timely review, routing, and response in accordance with agency priorities and confidentiality standards. Utilize digital communication and workflow tools (e.g., Microsoft Outlook, Teams, and SharePoint) to organize and track correspondence. Independently draft responses and provide accurate information consistent with agency policies and procedures. Coordinate and schedule meetings, appointments, and travel arrangements, ensuring efficient use of time and resources while maintaining a high level of discretion and professionalism.
- Assist with training the Administrative Assistant.
- Provide administrative and project support to key Executive Chiefs, including assistance with purchasing, work order requests, and special operational initiatives. Support financial and contractual functions as needed, including preparation of the Annual Financial Report, Los Angeles County Department of Mental Health (LADMH) contract documentation, and other fiscal reporting activities in coordination with executive leadership.
- As part of Public Records Act administration, establish procedures and manage the indexing, preservation, and archiving programs, retention schedules, and research and retrieval systems; coordinate the handling of public records requests, as well as claims and legal actions.
- Research laws, regulations, codes, ordinances, official minutes, and actions taken by the Governing Board and committees; coordinate the maintenance of lists of contracts and agreements for ready access by departmental representatives.

- Coordinate the filing of required conflict of interest pertaining to Governing Board appointments.

QUALIFICATIONS:

Any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential duties of the position is qualifying. The incumbent will possess the most desirable combination of education, training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education, Training, and Experience:

Required: Bachelor's degree in business administration, public administration, behavioral health administration, or a related field, and three (3) years of increasingly responsible administrative experience supporting executive leadership in a public agency, healthcare, or nonprofit environment. Each additional year of such progressive experience may be substituted for one year of college, to a maximum of four years.

Preferred: Experience supporting a governing board or commission and familiarity with public meeting protocols.

Licensure/Registration/Certification:

Possess and maintain a current valid California Driver License, a satisfactory driving record, and a properly registered and insured vehicle.

Knowledge of:

- Strong knowledge of public sector operations, governance protocols, and behavioral health systems.
- Familiarity with state mental health regulations, HIPAA, and Welfare & Institutions Code 5328 confidentiality provisions.
- Functions and basic clerical operations of an administrative office.
- Principles of research, analysis, and report preparation.
- Modern office methods and practices, including record keeping and filing systems, business correspondence, receptionist techniques, and report writing.
- Standard office procedures, practices, and equipment.
- Data processing systems/applications.
- Principles of supervision.

Skill to:

- Operate a computer and utilize a variety of software programs including advanced proficiency with Microsoft 365 (Outlook, Word, Excel, PowerPoint, Teams, SharePoint), Zoom, DocuSign, and agenda management software.
- Operate standard office equipment.
- Type at a corrected rate of not less than 60 net words per minute.

Ability to:

- Interpret and apply policies, laws, and procedures.
- Adapt to a wide variety of situations and change.
- Analyze situations and adopt effective course of action.
- Understand, explain, and apply policies and procedures.
- Use, and edit for, correct English grammar, punctuation, and spelling.
- Input and retrieve data from a computerized record keeping system.
- Compose correspondence and prepare reports independently.
- Understand and carry out written and verbal instructions.
- Work effectively and efficiently with a high degree of independence.
- Establish and maintain effective relationships.
- Maintain extensive files and records.
- Manage complex projects, competing priorities, and sensitive information with integrity and discretion.

ENVIRONMENTAL CONDITIONS:

The position requires prolonged sitting, reaching, twisting, turning, bending, stooping, lifting, and carrying paper and documents weighing up to 15 pounds in the performance of daily activities; body mobility to move from one work area to another and travel by vehicle; grasping, manual dexterity, repetitive hand movement and fine coordination in preparing reports and data using a computer keyboard; vision sufficient to observe work performed, read correspondence, reports, statistical data, computer screen and other standard text; and hear and speak well enough to converse with others in person, by phone, and in meetings.

WORKING CONDITIONS:

Successfully pass a typing test.

Receive satisfactory results from a background investigation, which includes fingerprinting; a pre-employment physical examination, which includes a drug/alcohol test; and an administrative review.

In accordance with California Government Code Section 3100, Tri-City Mental Health Authority employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

Regular evening availability for public board and committee meetings and occasional offsite attendance at community or interagency meetings.