



## EMPLOYMENT OPPORTUNITY

### Executive Assistant

**Salary:** \$4,845 - \$6,846 monthly  
**Job Type:** Full-Time, Exempt  
**Department:** Economic & Community Development  
**Benefits:** Benefits Eligible

#### The Position

Under general supervision, provides varied, complex, and confidential office administrative and executive support the Assistant Town Manager; conducts projects and administers limited programs; performs technical support work related to the responsibilities of the Assistant Town Manager; and performs related work as required.

#### Job Functions

- Receives and screens visitors, telephone calls, emails, and regular mail; provides information and resolves issues for Town staff, other organizations, and the public, which often requires the use of judgment and the interpretation of policies, rules, and procedures.
- Organizes and maintains various administrative, confidential, reference, and follow-up files and records; updates resources materials.
- Prepares public meeting agendas; posts and uploads to the Town website; delivers agendas and exhibits; processes public hearing notices and sends out for publication.
- Performs a variety of support duties to include typing reports and correspondence, collecting and compiling data, making travel arrangements for staff, entering data into appropriate computer system, and maintaining records and files.
- Processes bills and invoices for payment; prepares and transmits a variety of financial documents; assists in budget preparation and maintains records of purchase orders, expense statements, and other fiscal transactions.
- Tracks department expenditures to ensure compliance with the budget; enters purchase requisitions into computer system; prepares invoices; prepares draft changes to municipal fee schedule for department.
- Provides general housing information to contractors and the public related to department and Town policies and procedures; evaluates and determines eligibility for housing program applicants.
- Reviews loan applications and prepares related documents; prepares demand payments for rehabilitation loans; calculates share of equity for down payment assistant loans; monitors loan recipients for compliance and Housing and Urban Development (HUD) reporting requirements.
- Maintains records and files related to Town rehabilitation, Community Development Block Grants (CDBG), and similar programs.
- Acts as the Town's representative and liaison on relevant topics, including responding to questions and comments from the public in a courteous and timely manner and collaborating with involved parties to reach resolutions on identified issues.
- Performs related duties as required or assigned.

#### Qualifications

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Required:** High school diploma or GED equivalent AND two (2) years of experience providing administrative support to executive level management; OR an equivalent combination of education, training, and experience. A bachelor's degree from an accredited college with major coursework in business or public administration, or a related field, is highly desired.

#### License:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.
- Must be a Notary Public or obtain license within six (6) months of hire.

## Selection Process

A completed Town employment application is required by the close of recruitment, on **Wednesday, June 8<sup>th</sup>, 2022, at 5:30 pm**. Application package is available at Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at [www.applevalley.org](http://www.applevalley.org). Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307 Attn: Human Resources. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted.