



**South Bay Cities Council of Governments
Invites applications for the position of Administrative Assistant**

Part-time Position (25 hours per week)

SALARY: \$15.00 - 22.60 per hour (DOE)
OPENING: Nov. 23, 2021
CLOSING DATE: Open until filled
LOCATION: Torrance, CA
WORK SCHEDULE: 12:30 pm - 5:30 pm (Mon. – Fri.)

ABOUT SBCCOG

The South Bay Cities Council of Governments (SBCCOG) is a joint powers authority of 16 cities and the County of Los Angeles that share the goal of maximizing quality of life and productivity for the South Bay community in southern California. The SBCCOG operates the South Bay Environmental Services Center (SBESC) which serves the region's constituents as the central clearinghouse for energy efficiency, water conservation, and waste reduction information and resources. The Center serves businesses, residents, and government agencies in order to help them implement projects that will save water, energy, money, and the environment.

ABOUT THE POSITION

Under direction of the Deputy Executive Director and in coordination with the other administrative staff, the part-time administrative assistant performs specific functions within the areas assigned. This individual is responsible for tending to all the duties associated with the Reception Desk and assisting with clerical assignments for management such as coordinating meeting logistics, conducting data entry, reporting, drafting meeting minutes, researching topics, managing calendars, assisting with invoicing, responding to program inquiries, assisting with program enrollment, and following city committee activities as requested. Specific job responsibilities:

- Attend to Reception Desk – greet visitors; answer phones and direct callers to proper extensions; become knowledgeable about SBESC, SBCCOG and partner programs to assist callers and visitors; pick up mail, date stamp, and distribute; prepare for meetings; order refreshments and handle food arrangements as needed; maintain order in lobby, meeting rooms, supply room and common areas; assist with office supply inventory; order office supplies.
- Assist South Bay residents and businesses accessing SBCCOG programs; answering or directing questions to program staff; completing online registrations; and reporting on individuals' participation in programs.
- Support the program staff with, but not limited to, the following: sending out meeting notices; keeping track of deadlines for the media, city newsletters, SBCCOG newsletter and SBESC e-newsletter; drafting letters for appropriate signatures; data entry of contact information from meetings and outreach

efforts; invoicing; general filing; scheduling appointments/meetings; securing meeting locations off-site as needed.

- Assist staff to ensure effective operations of the office's resources; assisting with maintaining master schedule of rooms and offices on-site; procuring office supplies; maintaining schedule and coordinate process for checking-out office equipment (laptops, projectors, screens, etc.).
- Demonstrate critical thinking and the use of discretion in communicating with others.
- Perform other work duties as assigned.
- Adhere to SBCCOG employee manual and SBESC policies and procedures including COVID-19.

MINIMUM & DESIRABLE QUALIFICATIONS

One to five years related experience in administration and/or office management support; proficiency in MS Office and browser-based web research; familiarity with social media; detailed oriented; skilled in customer service; strong written and verbal communication skills; college degree, or an equivalent combination of training and experience is a plus. Must possess a valid California Driver's License. .

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

APPLICATION AND SELECTION PROCESS

Interested candidates must submit (via email) a resume and cover letter detailing the relevancy of their training and experience to the work of the South Bay Cities Council of Governments and why this position is of interest to them. Submit to:

Ghia Horton, Administrative Assistant
South Bay Cities Council of Governments
Ghia@southbaycities.org

Candidates invited for an interview may be required to submit the names of individuals who could serve as professional references.

EMPLOYEE BENEFITS

Sick time: Sick time will accrue at the rate of 1/30 of an hour for every hour worked. This equates to one hour of sick time per every 30 hours worked.

EQUAL EMPLOYMENT OPPORTUNITY

SBCCOG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation.