



Current Job Opening: Administrative Assistant

Location: Burlingame, California, United States

Full-time

ABOUT PENINSULA HEALTH CARE DISTRICT:

Peninsula Health Care District (PHCD) is a political subdivision of the State of California, and a California Special District serving the healthcare needs of more than 200,000 mid-Peninsula residents. Founded in 1947, PHCD serves the communities of San Bruno, Millbrae, Burlingame, Hillsborough, San Mateo, and Foster City by supporting the unique health and wellness priorities of our Peninsula communities, and safeguarding access to health services, today and in the future. PHCD fulfills its commitment to the community through oversight of District assets and infrastructure, planning for future health care needs, and investing taxpayer dollars in local health-focused organizations and programs. For more information: <https://peninsulahealthcaredistrict.org/>

ABOUT THE OPPORTUNITY:

This is a full-time, non-exempt position based in Burlingame, CA.

The Administrative Assistant position is multi-faceted and has as its primary role to support the Board of Directors, CEO, and PHCD management team to function effectively, efficiently and in full compliance with State regulations for a public agency. As the first point of contact for visitors to the District, the administrative assistant plays a key role in setting a welcoming, professional ambience that contributes to the efficiency of the work, productive business relationships, and professional satisfaction for the public and all stakeholders of the District.

The Administrative Assistant reports to the Chief Executive Officer and is a member of a nimble and highly collaborative team, the EA manages day-to-day operations of the District office via an executive function with minimal supervision and considerable latitude for independent judgment.

This position carries out responsibilities in the following functional areas: office administration, CEO executive support, general office operations, Board of Directors meeting support/document production, vendor and project management and other relevant duties as assigned.

DUTIES AND RESPONSIBILITIES:

Office Operations

- Oversee the full coordination and delivery of all District standard office operations.
- Partner with a diverse group of stakeholders, including and not limited to community members, local public officials, vendors and consultants from various industries and lines of business.
- Develop, implement, and manage coherent written and oral communications to all employees, including CEO and Board of Directors
- Oversee all incoming phone/email communications to the District office and delegate accordingly with immediate follow up, as deemed appropriate
- Maintain office inventories and supplies of all equipment.
- Oversee office service vendors relationships for upkeep and maintenance of District office facilities.

Board and Management & Team Support

- Support board members, board subcommittee chair/members, as well as senior management team in the scheduling of meetings, preparation, and dissemination of noticed meeting materials, coordination of guest presenters, and handling all meeting room logistics (virtual and in-person, as required).
- Supporting the CEO and senior management team with daily calendar management, bookings of events and conferences and ensuring that most up to date information is shared in a consistent and thorough manner.
- Support accounting activities for the CFO such as processing bank statements, bank deposits, maintaining electronic and paper vendor files and all related accounting activities in adherence to the Internal Control Policy.
- Support community outreach activities in coordination with the Community Engagement Director and Director of Youth Behavioral Health Programs, to support virtual and in person events, community communications, and website announcements.

Project Management & Record Keeping

- Maintain documents, all correspondence, and meeting minutes in compliance with the Ralph M. Brown Act, Public Records Act, and District Records Retention Policy.
- Create Board and subcommittee meeting minutes electronically, a week post meeting, with a keen ability to synthesize and capture key points and actionable items/motions from meetings and post them to website
- Serve as secondary point of contact for tenants and vendors serving the company-owned properties which includes maintaining records and documents of tenant relations, processing rent payments, triaging tenant needs/complaints, and managing service vendor contracts.
- Provide key strategic project management support to assigned programs and initiatives, as determined by the CEO to include researching, producing and summarizing key findings that will aid the District staff and senior management team with various grants, programs and initiatives
- Typical hours and days of work are in line with standard business hours. Evening Board of Directors and subcommittee meetings occur monthly. Additional external events/health fairs may be required to attend on weekend/evenings, as needed. Scheduled hours may be flexed within a pay period to address community activities and meetings requiring District participation.

REQUIRED SKILLS AND EXPERIENCE

- Experience supporting a dynamic and fast-paced Board of Directors.
- Working for or with government/public agencies in California (preferred)
- Experience with a range of standard office equipment
- Experience with technology modalities, including setting up of devices and light technology troubleshooting
- Excellent experience with PC/ including Microsoft Office Suite, Outlook, Google Suite, Adobe Pro, WordPress, BoardDocs, Mailchimp, and virtual teleconferencing platforms (Zoom, Teams, Google).
- Ability to work with a wide variety of constituents and public elected leaders.
- Ability to maintain a professional and calm demeanor in all settings.
- Valid CA Driver's license and a vehicle form of transportation.

QUALIFICATIONS

- Excellent communication skills
- Ability to read, write and understand English and perform basic math
- Ability to absorb high volume of information from a variety of sources and to synthesize the key elements
- Effective management, planning and organizing use of time
- Superior customer service orientation and an appropriate sense of urgency

- Attention to detail and high level of accuracy
- Commitment to the values, goals, and mission of PHCD including, demonstrate values of: Initiative, Integrity, Adaptability, being a team player, collaborator and possess a sense of humor.
- Sound judgement, integrity, and maturity to handle sensitive information with care and confidentiality; complete discretion is required
- Ability to handle multiple projects simultaneously, knowing how to prioritize and adjust timelines based on demands and other circumstances
- Collegial, team-oriented, willing to pitch in as needed, and support challenges at all times with a high level of flexibility

EDUCATION AND BACKGROUND

Bachelor's degree required from an accredited institution. Experience in a formal high-paced business setting with a minimum of two years' of formal administrative assistant experience required. Experience working for a government agency or local municipality highly desirable.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually moderate. The above statements are intended to describe the general nature and level of work performed by the incumbent in this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills.

EQUAL EMPLOYMENT OPPORTUNITY AND INCLUSION

Peninsula Health Care District has a deep commitment to diversity, equity, inclusion, and equal opportunity. We are committed to building a team that is representative of our community.

PHCD is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, political affiliation, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

PHCD is committed to the full inclusion of all qualified individuals. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process and to perform essential job functions, of employment, please contact careers@peninsulahealthcaredistrict.org. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format and/or using specialized equipment.

RESPONSE TO COVID-19

All PHCD staff normally operate out of the organization's office, located in Burlingame, CA. Due to COVID-19 pandemic, some staff work is currently being done remotely until further notice. This position, however, will be required to work on-site, in person at the Burlingame office. This position requires the individual to provide full COVID-19 vaccination proof, be able to wear a face mask while indoors and be open to periodical COVID-19 testing. (Unless individual is unable to be vaccinated or not able to wear a mask due to medical and/or religious reasons).

COMPENSATION & BENEFITS

This is a full-time, non-exempt position. Yearly compensation range of: Minimum- \$58,240/yr. - Maximum: \$93,600/yr. In addition, Peninsula Health Care District benefits include: CalPers Pension, CalPers Health, Delta Dental Plan, VSP Vision Plan and Life Insurance as well as 10 paid holidays during the year. Accrued PTO- (eligible for at least 30 days within a year from the commencement of employment).

HOW TO APPLY

All applications are held in strict confidence. Please email a thoughtful cover letter and resume outlining your interest and qualifications to careers@peninsulahealthcaredistrict.org with “**PHCD Administrative Assistant Search**” in the subject line. *Application materials submitted without a cover letter will not be considered.* No exceptions. Advanced candidates will be required to submit references and a written sample.

APPLICATION DEADLINE

Applications will be reviewed on an ongoing basis with priority given to those that apply by **Friday October 29, 2021, by 5:00pm PST.**

We seek to have someone in place by November 2021. Any questions should be sent via email. No phone calls. Individuals should be available for interview virtually or in person during the month of October 2021.

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