



JOB ANNOUNCEMENT

Exciting Career Opportunity!

EXECUTIVE ADMINISTRATIVE ASSISTANT

\$44,467-\$80,104 Annually
Plus Excellent Benefits

The Position	The Stanislaus Council of Governments (StanCOG) is seeking a skilled Executive Administrative Assistant with professional administrative support experience, excellent verbal and written communication abilities, strong organizational and computer skills, and the ability to work in a fast-paced, dynamic team environment.
Benefits	StanCOG offers an exceptional benefit package including participation in StanCERA Retirement Association, generous group health, dental, vision and life insurance, paid time off for vacation and sick leave, a flex schedule and more!
Ideal Candidate	<ul style="list-style-type: none"> • An efficient administrative professional with strong computer skills (proficient in Microsoft Word, Excel, PowerPoint, and ability to adapt to new software), who can work independently with resourcefulness, tact and discretion; • A highly organized multi-tasker who can follow through in a timely manner on detailed assignments; • An enthusiastic, positive team player with effective interpersonal skills necessary to interact with elected officials, management staff and the public; and • An effective communicator with good writing and minutes-taking skills.
Education & Experience	<ul style="list-style-type: none"> • Education: Associates degree or bachelor's degree preferred; and • Experience: Minimum of five years of broad and progressively responsible administrative support experience.
Duties	<ul style="list-style-type: none"> • Provides highly responsible and complex administrative and analytical support related to the execution of projects for executive level management; • Maintains calendars and makes meeting arrangements for executive level management; • Briefs executive level management on schedule and scheduling updates and follows-up on daily actions related to schedule and/or meetings; • Coordinates travel arrangements, conference reservations, and maintains itineraries for executive level management and elected officials/board members at industry and community events; • Sorts, files, tracks and maintains a variety of records and documents, databases, and manual and automated filing systems; • Prepares communications such as memos, emails, letters and other correspondence; • Records, transcribes and posts minutes for assigned meetings; • Attends and participates in assigned meetings.

About StanCOG	StanCOG is the federally-designated Metropolitan Planning Organization (MPO), state-designated Regional Transportation Planning Agency (RTPA), and Local Transportation Authority (LTA) for the Stanislaus region of Northern California. StanCOG provides the forum that brings mayors, city council members and county supervisors together to work on regional transportation issues in a setting that promotes the involvement of the public in the planning and project delivery process. With the passage of the Measure L transportation sales tax measure on the ballot in November 2016, StanCOG became a 'self-help county' and administers an approximately \$960 million program of projects for transportation needs within Stanislaus County for the 25-year period from 2017-2042.
Application Process	Email your resume, cover letter and application (available at www.stancog.org/157/job-opportunities) to HR@Stancog.org . For further information, please contact Human Resources at 209-525-4634.