



# Executive Administrative Assistant /Clerk of the Board

**Full Time**

**Filing Deadline: OPEN UNTIL FILLED**

**Salary: \$17.25 - \$25.87/hr**

## **The Position.**

Reporting to the Office Manager, the Executive Administrative Assistant/Clerk of the Board is a full-time position (40 hours per week). A public agency, CADA seeks a highly personable individual to perform a wide variety of complex, confidential administrative duties relative to assigned areas of responsibility, which include, but are not limited to, Administration, Accounting, and Human Resources. This position will also act as the Clerk of the Board and perform all associated administrative duties in the conduct of the activities of the Board of Directors.

## **Qualifications.**

Any combination of experience and training that would likely provide the required knowledge/abilities is qualifying. A bachelor's degree is preferred.

The skills and attributes desired for this position include:

- Be self-motivated and demonstrate a positive, professional, and customer-oriented attitude about CADA with coworkers, residents, and the public whether contact is by mail, telephone, or in person. Desire to continuously strive for improvements in work process and results to better meet expectations.
- Good interpersonal, listening, and organizational skills.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to perform a variety of complex, confidential clerical and administrative tasks in assigned areas.
- Ability to properly prepare, format and proofread correspondence and reports.
- Clear writing, grammar, punctuation, spelling, and a good vocabulary.
- Ability to research, compile, and analyze data for special projects, collect and assemble data and background materials, complete a variety of reports, and compose letters independently.
- Possess strong critical thinking and problem-solving skills.
- Type at a speed necessary for successful job performance.
- Strong commitment to teamwork, recognizing that good attendance, punctuality and the ability to get along with others in the workplace are important to the agency's ability to perform its mission successfully.
- Proficiency in Microsoft Word, Excel, and PowerPoint.
- Ability to work under pressure and successfully meet deadlines.
- Ability to establish and maintain an organized work environment including assisting in creating and maintaining a logical and systematic electronic & physical filing system.
- Maintain mental and physical capacity which allows for ability to quickly analyze problems, anticipate requirements and needs, and propose solutions resulting in the effective performance of assigned duties and responsibilities.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

A complete job description can be obtained from the Human Resources Department.



### **About CADA.**

Created in 1978, CADA is a Joint Powers Authority between the State of California and the City of Sacramento. We are authorized to implement the plans and objectives of the Capitol Area Plan, a mixed-use plan for the management, development and disposition of state-owned property located directly south and east of the State Capitol and Capitol Park in the City of Sacramento. Legislation provides CADA the powers of a redevelopment agency for this area.

Our mission is to implement the residential and commercial components of the State's Capitol Area Plan. We contribute to the vibrancy and diversity of the Capitol Park Neighborhood by managing existing properties and developing residential and retail projects in public/private partnerships.

CADA has an annual operating budget of approximately \$13.5 million, with a total of 43 employees divided into the Administrative, Asset Management, and Development Services units. Our income comes from two sources: property tax increments and through the management of 760 residential units, 40 commercial leases, and 791 parking spaces.

All CADA employees are expected to adhere to the following organizational values: *commitment, prudent stewardship, credibility, creativity, and effectiveness.*

### **Benefits.**

Retirement. Retirement provided through CalPERS; monthly employer contributions are paid by CADA and employee contributions are paid 100% by the employee for New Members and Classic Members of CalPERS.

Flexible Spending Account. CADA contributes to a cafeteria-style benefit plan that includes health, dental, vision, unreimbursed medical, dependent care, and other optional insurance plans.

Sick Leave. Accrued at the rate of 8 hours per month.

Vacation Leave. Accrued at the rate of 10 days per year for 1 to 3 years of service; 15 day per year for 3 to 10 years of service; 20 days per year for over 10 years of service.

Holiday Leave. 14 paid holidays annually (this includes 2 half days).

Deferred Comp. Employees have the option of making contributions for this benefit.

Bereavement Leave. Up to 3 days per calendar year.

Employee Assistant Program. Confidential counseling services to employees and dependents.

LTD Insurance. Income security to disabled employees up to 66 2/3 of their monthly salary.

Life Insurance. Equal to one and one half of the employee's annual salary.

**Parking.** Employees receive one (1) free parking space for use during normal business hours. Spots will be located within CADA's portfolio of available parking spaces. Parking spots for Maintenance staff are located at the CADA Warehouse.



**Application Process.**

Applications are accepted continuously **until the position is filled**. Please include a CADA application with your resume and/or cover letter. You may download an application form from CADA's website: <http://www.cadanet.org/working-with-cada/employment>.

Send application materials to [jazevedo@cadanet.org](mailto:jazevedo@cadanet.org) or via mail to:

CADA  
Attn: Human Resources  
1522 14<sup>th</sup> Street  
Sacramento, CA 95814

Interviews will be held continuously until the position is filled. A screening committee will review your application materials. Those determined most qualified to proceed in the process will be contacted for an interview. CADA will conduct a thorough background investigation, including a drug and alcohol test, on final candidates.

CADA hires only US citizens or aliens lawfully authorized to work in the United States.  
We are an Equal Opportunity Employer.