



TRI-VALLEY HAVEN

3663 Pacific Avenue
P.O. Box 2190
Livermore, CA 94550

Administration

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Hotline

(925) 449-5842
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Email: mail@trivalleyhaven.org
Web Site: www.trivalleyhaven.org

EXECUTIVE ASSISTANT

Exempt ~ Full-time

Starting Salary Range: \$60,500- \$74,000

General Responsibilities: Administrative assistant to the Executive Director, responsibilities involve exposure to sensitive information and require considerable use of tact, diplomacy, discretion and judgment. Along with the Executive Director, is the human resource personnel for the agency and is responsible for overseeing employee benefit management. Supervises Support Staff personnel. Maintains grant attachment information. Assists with grant applications as needed. Assists Executive Director with requests from the Board of Directors.

General Requirements: Bachelor's degree; knowledge of California Labor Laws; ability to manage time and tasks effectively one-year supervisory experience. Two years Human Resources Experience. Skill in researching/analyzing data to assist management decision-making. Understanding of MS Office and Adobe software. Experience in Project Management. Proficient writing and risk management skills required. Completion of required Agency Training within 6 months of employment (if not before).

AREAS OF RESPONSIBILITY

I. ADMINISTRATIVE

- A. Administrative Assistant to the Executive Director.
- B. Liaison with the Board of Directors.
- C. Supervises Support Services staff and clerical volunteers.
- D. Assists with grants proposals and reports for small grants.
- E. Maintain all administrative records/attachments necessary for grants.
- F. Oversees administrative support for the Haven fundraising activities.
- G. Assists Executive Director with organization of information and files.
- H. As a member of management team, attends meetings and is responsible for written minutes.
- I. Attend staff meetings and be responsible for written minutes.
- J. Design forms for collection of statistics, as necessary.
- K. Responsible to see that correspondence is composed and processed diplomatically.

II. HUMAN RESOURCES

- A. Maintain Personnel Files, both confidential (executive) and administrative (human resources). Conduct audit of files as needed.
- B. Place job advertisements for open positions within the agency.
- C. Ensure background check is conducted on all employment candidates.
- D. Once hired, send a welcome letter and conduct new hire meetings with new employees.
- E. Keep up to date with current state and federal labor laws.
- F. Responsible for placing current-year Labor Law Posters at all sites.
- G. Update Personnel Policies Handbook as needed.
- H. Provide managers with termination paperwork as needed.
- I. Update and provide managers with worker's compensation forms/procedures.

"Creating homes safe from abuse."

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III. ANNUAL REPORTS/APPLICATIONS

- A. Complete Combined Federal Campaign (CFC) application for federal employee donations.
- B. Complete the CA State Employees Charitable Campaign application.
- C. Complete Fair Pay for Northern California Nonprofits Compensation & Benefits Survey.
- D. Complete Agency Renewal forms for Liability Insurance and Worker's Compensation Policies.
- E. Renew Agency's Business Licenses with the cities of Pleasanton, Dublin, and Livermore.
- F. Every 2 years, complete Statement of Information filing with the CA Secretary of State.
- G. Every 5 years, renew TVH's Fictitious Name Filing before the previous filing expires.

IV. CONTRACT COMPLIANCE

- A. Maintain the agency's Memorandum of Understandings (MOUs) with outside agencies for the Cal-OES DV and SA contracts; renew MOUs every 3 years.
- B. Complete the EEOP Certificate Exemption form annually.

V. OFFICE

- A. Responsible for administrative filing systems being kept up-to-date.
- B. Answers business phone lines when needed.

VI. OTHER

- A. Attends Staff Meetings, fundraising events and board/staff retreats as necessary; take notes as needed.
- B. Have a valid California Driver's License and an insured automobile that the employee will use as necessary for agency related business.
- C. Must maintain a good Motor Vehicle Record (MVR) in order to be able to drive for the agency.

VI. OTHER RELATED TASKS AS ASSIGNED BY EXECUTIVE DIRECTOR WITHIN THE SCOPE OF TRI-VALLEY HAVEN'S MISSION.

VII. ADA ESSENTIAL TASKS

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| A. Working in high stress situations | J. Good distance vision |
| B. Working alone | K. Ability to speak clearly |
| C. Good reading vision | L. Ability to discriminate speech, including phone speech |
| D. Sitting | M. Reasoning and thinking skills |
| E. Walking | N. Ability to problem solve |
| F. Good communication skills | O. Typing or keyboarding skills |
| G. Specific knowledge or education | P. Lifting 10 to 20 pounds |
| H. Learning ability | Q. Carrying 10 to 20 pounds |
| I. Operation of motor vehicle | |