



# NO RTEC

Northern Rural Training & Employment Consortium

525 Wall Street ♦ Chico, CA 95928 ♦ (530) 892-9600 ♦ Fax: (530) 892-9609

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Butte ♦ Del Norte ♦ Lassen ♦ Modoc ♦ Nevada ♦ Plumas ♦ Shasta ♦ Sierra ♦ Siskiyou ♦ Tehama ♦ Trinity

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## Executive Administrative Assistant

### About NoRTEC:

The Northern Rural Training & Employment Consortium (NoRTEC) in Chico, California, provides federal Workforce Innovation and Opportunity Act programs in eleven Northern California Counties. Established in 1983, NoRTEC is led by a Workforce Development Board and an elected Governing Board, and provides a comprehensive array of services to businesses and job seekers throughout the region. Please see [www.ncen.org](http://www.ncen.org) for more information.

### NoRTEC Culture:

The NoRTEC organization is comprised of high-performance employees that are continually looking for ways to improve the provision of services for the communities we work for. Each employee takes personal responsibility for overall organizational performance and goes beyond adequate to exceptional in the areas that matter to our organization. NoRTEC employees are self-starters who work with little supervision, have the ability to get things done and work exceptionally well with co-workers within a small office environment.

### Job Description:

Under general supervision, perform responsible, complex, administrative and routine duties for the Executive Director. Also provide higher-level administrative assistance to other NoRTEC staff and perform related work as assigned. This position requires frequent use of discretion, initiative, and independent judgment. Responsibilities include regular contact with board members, elected officials, service provider and funding agency staff.

### Typical Duties:

- Perform complex clerical and administrative work involving considerable independent judgment;
- Assume individual initiative as required to set work priorities and determine the most effective methods for accomplishing work;
- Perform administrative projects for management;
- Research and compile background data, maintain records and files regarding department administrative activities;
- Independently compose correspondence and other documents on a wide variety of subjects requiring a thorough knowledge of NoRTEC policies and procedures;
- Organize meetings and make logistical arrangements for board member attendance;
- Interact with Board Members, service provider staff, and funding agency staff to help resolve problems and create solutions;

- Serve as an office receptionist on a limited basis;
- Schedule travel arrangements and meeting appointments; as required; operate office equipment; attend meetings, record minutes and prepare them for distribution;
- Maintain Executive Director's calendar; receive, open, review, and distribute mail, establish and maintain filing procedures; coordinate and monitor assigned projects;
- Maintain office supplies;
- Compile and tabulate information for routine reports;
- Perform related assignments as assigned.

**Job Type:**

This is a full-time 40 hours per week position.

**Salary Range:**

\$40,000 to \$55,000, depending on qualifications

**Benefits:**

NoRTEC offers a full range of employee benefits including fully paid Medical Insurance, Dental Insurance, Vision Insurance, Flexible Spending Account, Life Insurance, Accidental Death & Dismemberment Insurance, Defined Contribution Retirement Plan, 457 Deferred Compensation Plan, Vacation, Sick Leave, and Paid Holidays.

**Tools and Equipment Used:**

Scales; postage machine; phone; copy and fax machine; a variety of technology oriented devices including but not limited to personal computer, and/or tablets including industry standard software.

**Physical Demands:**

While performing the duties of this job, the employee is constantly required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, sit, stand, talk, and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, color perception, and the ability to adjust focus.

**Work Environment:**

The noise level in the work environment is moderately noisy.

**Knowledge, Skills, and Abilities:**

Knowledge of: Modern office practices and procedures including business correspondence, filing,

and standard office and word processing equipment operation; statistical record keeping methods; correct English usage, spelling, grammar, and punctuation.

Ability to: Perform difficult and responsible administrative and clerical work; type accurately at a minimum speed of 45 words per minute; operate personal computers, and/or tablets, utilizing a variety of software programs including MS Power Point, MS Word, data base, and Excel spreadsheet applications; use good judgment and make sound decisions in accordance with established procedures and policies; handle multiple projects simultaneously; work with numerous interruptions; adjust to changing priorities; establish and maintain effective and cooperative working relationships with those contacted during the course of work; effectively supervise, train, and evaluate assigned staff.

**Minimum Qualifications:**

Experience: Four years of increasingly responsible clerical and administrative experience, including the direct support of an executive level position, CEO, or business owner.

Education: High school graduation or equivalent supplemented by specialized administrative or business office training.

Additional Requirement: Possession of a valid California Driver License. Proof of personal auto insurance levels at or above a \$100,000 combined single limit must be provided once offer of employment is accepted.

**Desired Qualifications:**

Education: An Associate's degree from an accredited college or university in a related field.

Experience: Local government experience and/or experience working with a governing body.

**Application Instructions:**

Please submit a cover letter, resume, and three references to:

Michael Cross, Executive Director  
[mcross@ncen.org](mailto:mcross@ncen.org)

**Closing Date:**

Position will be open until filled

*NoRTEC is an Equal Opportunity Employer and supports workforce diversity. Women, minorities, and persons with disabilities are encouraged to apply. NoRTEC will consider individuals with disabilities based on their qualifications to perform the essential functions of the position for which*

*they are applying and will provide reasonable accommodation in the application and/or testing process. If you require accommodation in the application and/or testing process, please notify NoRTEC within seven (7) days of the need for accommodation, so appropriate alternative arrangements can be made.*

If you have any questions, or need additional assistance regarding this position, please contact NoRTEC at (530) 892-9600.

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