California Travel and Tourism Commission

JOB DESCRIPTION: Assistant to the Executive Director

Job Title:	Assistant to the Executive Director
Department:	Operations/Industry Relations
Reports To:	Chief Deputy Director
Classification:	Regular, Full Time Exempt
Supervisory responsibility:	Yes
Position Start Date:	August 1, 2007
Salary Range:	$46,800 – $64,600 (Depending on Experience)

Position Summary:

Responsible for providing administrative assistance to the CTTC Executive Director (ED), relieving the Executive Director of administrative functions in order to increase the time the Executive Director has available for executive level responsibilities; screening phone calls to the Executive Director and communicating with a wide variety of internal and external contacts, some in high level positions; drafting routine and advanced business correspondence; taking minutes for public meetings; administrating all pre- and post-meeting activities; providing back-up administrative support to departmental managers; secondary supervising of administrative assistant positions; overseeing office filing system; updating contact management system; and coordinating other general office administrative support functions. Familiar with a variety of administrative concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected.

Key Duties & Responsibilities:

Estimated % of Time	Activity
75%	Assist and advise Executive Director on administrative detail; consults with and interprets matters of policy to the operating divisions; studies and reviews the activities of the departmental programs to determine conformance with administrative policy and develops criteria for evaluating the effectiveness of departmental programs; assists department and division heads on administrative problems and procedure; makes special studies and investigations and prepares administrative reports; assists in the installation of new programs and procedures; cooperates with other agencies, groups, and individuals in connection with the coordination of departmental activities; researches proposed legislation or policies and advises the administrator regarding its possible effect on departmental programs; may supervise and review the work of the staff of the administrator's immediate office;

	drafts correspondence and prepares reports.
10%	Work on a variety of special projects such as: committee meetings, commission meetings, reports, and assist CTTC staff with outreach.
10%	Manage coordinate and assure timely travel and meeting schedule of Executive Director.
5%	Other duties as assigned by supervisor.

Essential Qualifications:

Candidate must have an associate's degree or its equivalent with a minimum of seven years of previous experience in administration and executive assistant responsibilities in the office of a CEO, strong technical skills, competent in a variety of Microsoft Office products, including Word, Excel, Outlook, and PowerPoint. Experience with contact management applications and PDAs (e.g. Treo, Blackberry) a plus. Candidate must possess strong writing and interpersonal skills, and should be able to type a minimum of 40 words per minute. Candidate must have previous experience with meeting minutes and strong grammar/written communications skills. Candidate must be able to manage multiple priorities with accurate results and timely completion. Candidate must have working knowledge of Internet Explorer and be able to use the Internet to do light research and analysis. Candidate should be able to solve problems with a minimum of supervision.

Compensation:

In addition to salary, CTTC offers medical, dental, vision, disability, sick and vacation leave, and a 401k plan.

How to Apply:

Please send your cover letter and resume by email to Tracy Garrett, Director of Finance & HR, at operationsjobs@visitcalifornia.com, no later than July 20, 2007.