



San Gabriel / Pomona  
Regional Center

## **EXECUTIVE ASSISTANT- Client Services**

Full-time, Non-exempt

**Salary Range** - \$20.29 – 35.83 Hourly

### **The Organization**

San Gabriel/Pomona Regional Center (SG/PRC) is a private, non-profit agency that is contracted with the State of California, Department of Developmental Services, to provide services to individuals with intellectual and developmental disabilities. SG/PRC has proudly served the San Gabriel and Pomona Valleys since 1986, serving 30 cities in its catchment area. We serve individuals across the lifespan from infants and toddlers, school age children, transition-age youth, to adults and aging adults.

### **The Position**

This position reports to the Director of Client Services and supports the Client Services Department.

### **Essential Job Functions**

- Assist directors with confidential administrative work.
- Share responsibility in creating lists and tracking follow ups for payment to vendors including uploading files to DDS portal or other DDS requests with existing Executive Assistants.
- Share responsibility with setting up reminders & follow ups with case management for due dates as required by DDS or other related tasks and projects.
- Share responsibility of E-file functions/tasks for individuals in the process of conservatorship
- Share responsibility in manning sign-ups for Client Services committees (ESR & CC), with current Executive Assistants.
- Share responsibility with uploading forms on F Drive including organizing and maintaining updated forms with current Executive Assistants for case management.
- Cross training with existing Executive Assistants to provide back-up and additional support when needed.
- Share responsibility with recording of minutes at meetings; composing routine correspondence.
- Acts as receptionist, answer the telephone, coordinate directors' calls, provide information, take messages, and receive visitors.
- Schedule appointments and meetings
- Develop drafts; prepare reports and collect information for surveys.
- Support with updating calendars when needed/requested.
- Share responsibility for composing brochures and pamphlets
- Maintain confidential and administrative files.
- Provide support for conferences and meetings, including registration, purchasing and set-up.
- Share responsibility with the planning of information fairs (ILS, SILS, Vocational & Transition Fair and other Client Services related fairs) with existing Executive Assistant.
- Some minimal public speaking during in house meetings
- Perform other related duties as required and developed per changes in public policy.

### **Employment Standards**

A minimum of two years' experience in the area of executive administrative support. Some college courses are preferred.

## **Knowledge and Abilities**

- Knowledge of business and administrative procedures and functions
- Ability to organize work to meet deadlines.
- Ability to use independent judgement.
- Proficient in Office 365 (Word, Excel, and Power Point)
- Knowledge and experience with "Google Drive"
- Ability to create Zoom/Teams, etc. meetings
- Ability to share screen/information during Zoom/Teams meetings
- Ability to operate office equipment including scanning equipment
- Ability to independently plan and perform administrative work for multiple priorities and projects
- Ability to work in teams, collaborate within across departments
- Requires the ability to keep strict confidentiality
- Willingness to learn new systems or processes
- Adaptable to change
- Excellent communications skills (verbal, written, and interpersonal)

## **Other Essential Requirements**

Employees using a private vehicle for agency purposes must maintain a valid driver's license and minimum liability insurance coverage.

## **SG/PRC Offers an Excellent Benefits Package including:**

- Health Insurance – SG/PRC pays the full cost medical plan coverage for full-time employees only. We also offer dependents coverage purchased by employees.
- Dental Insurance – SG/PRC pays the full cost of the Dental DMO and PPO Plan for employees. dependents. We also offer dental coverage to dependents purchased by employees.
- No cost Life, Accidental Death & Disability, Long Term Disability Insurance for employees
- No cost Vision plan for employees
- Retirement plan – SG/PRC Contributes 8% of employees' salary, every pay period into 401(a)
- SG/PRC also offers a 403 (b) matching plan and matches up to 6.2% of the employees' contribution.
- Participate in the Public Service Loan Forgiveness program
- Paid Time Off – Eligible for 2 weeks of accrued vacation in the first year, 8 hours per month sick time, wellness program, milestone awards and appreciation time off.
- Holidays – SG/PRC offers 20 paid holidays throughout the year
- Pre-Tax Flexible Spending Account for eligible health care expenses
- Pre-Tax Dependent Care Flexible Spending Account for eligible dependent care expenses
- 9/80 Alternate Work Schedule
- Most positions offer a hybrid remote work option

## **Professional Development Opportunities & Growth**

SG/PRC values the professional development of staff! Many Services Coordinators and Administrative Staff gain experience and enter into Supervisor, Manager or Director positions.

## **Diversity, Equity, and Inclusion**

At SG/PRC, we value and celebrate diversity! In September 2022, SG/PRC launched an initiative to enhance and strengthen our commitment to diversity and belonging.