



EXECUTIVE ASSISTANT / CLERK OF THE BOARD

Position Status: Exempt
Reports To: Chief Executive Officer
Effective Date: 12/12/12
Revised Date: 09/08/25
Job Level: P3

POSITION SUMMARY

Under direction, this position:

1. Performs executive level administrative functions in support of the Chief Executive Officer (CEO) and the Government Relations Director (GRD)
2. Serves as the Clerk of the Board to the Alliance Board of Commissioners
3. Provides staff support to internal and external meetings
4. Performs other duties as assigned

RESPONSIBILITIES

1. Performs executive level administrative functions in support of the Chief Executive Officer (CEO) and the Government Relations Director (GRD), with duties including but not limited to:
 - Serving as the primary administrative contact and staff support for the CEO and GRD
 - Managing and coordinating the CEO's and GRD's calendars, screening calls, and booking travel
 - Arranging virtual and in-person meetings, including scheduling and operating telephone and video conference equipment
 - Composing correspondence and preparing written reports and presentation materials
 - Creating and updating spreadsheets and building and maintaining databases and pivot tables
 - Performing general administrative functions, such as proofreading documents, distributing mail, ordering supplies, and developing and maintaining tracking and filing systems
 - Planning and scheduling events and coordinating logistics, including site set up and break down
 - Coordinating and assisting with administrative projects for the CEO and GRD
 - Performing general research and gathering, interpreting, and summarizing relevant business and healthcare information
 - Gathering and completing documentation, as requested by outside agencies
 - Assisting with the development and implementation of policies and procedures
 - Assisting the CEO with email and voicemail management
 - Serving on committees and attending meetings, as assigned
2. Serves as Clerk of the Board to the Alliance Board of Commissioners, with duties including but not limited to:
 - Producing, coordinating and distributing Alliance Board of Commissioners meeting agenda packets
 - Taking, transcribing and ensuring completion of Commission meeting minutes, and maintaining all Board of Commissioners records
 - Preparing and recording Commission resolutions
 - Preparing Board reports, collecting and reviewing agenda reports from other Alliance departments, checking and modifying formatting, and compiling the agenda packet for leadership review

- Providing guidance regarding meeting procedures, protocols and legal requirements to the Board of Commissioners and Alliance staff
 - Serving as the Board of Commissioners' liaison to outside agency staff
 - Responding to public inquiries of a complex and technical nature and routing inquiries to appropriate Alliance staff
 - Overseeing the proper administration of Board committees by training and ensuring assigned staff properly adhere to committee member notification and take, transcribe and ensure submission of accurate and timely Board Committee meeting minutes
 - Coordinating the posting and updating of meeting materials on the Alliance website
 - Ensuring that Board-related meeting postings meet legal requirements for public noticing and the Brown Act
 - Serving as the official custodian of Board-related records and responding to public records requests
 - Modifying, maintaining and implementing a records retention schedule for Board-related records in compliance with applicable policies and regulations
 - Coordinating meeting logistics, including setting up and arranging meeting facilities and catering
 - Ensuring presentation materials and equipment are working properly and ready for use during meetings
 - Assisting with regulatory analysis, compliance and communications, such as new Commissioner document collection and electronic filing of regulatory reports
3. Provides staff support to internal and external meetings, with duties including but not limited to:
- Preparing, coordinating and distributing meeting packets and related materials, including agendas, exhibits and minutes
 - Maintaining all associated records
 - Coordinating with relevant Alliance staff to ensure that agenda requests and meeting materials are submitted timely and complete
 - Scheduling recurring and ad hoc meetings

4. Performs other duties as assigned

EDUCATION AND EXPERIENCE

- Associate's degree in business, business administration or a related field and a minimum of seven years of administrative experience, including a minimum of three years of experience performing executive level administrative support in a non-profit or government setting, which included professional committee management and executive communications (a Bachelor's degree may substitute for two years of the general administrative experience); or an equivalent combination of education and experience may be qualifying

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of office administration, current office procedures, and standard business practices
- Thorough knowledge of and advanced proficiency with Windows based PC systems and Microsoft Word, Outlook, PowerPoint, and Excel, including proficiency with pivot tables, and Adobe Acrobat Professional
- Working knowledge of research, analysis and reporting methods

- Working knowledge of the principles and practices of records management
- Working knowledge of proper grammar, spelling, punctuation and business correspondence format
- Working knowledge of standard office equipment and the tools and techniques associated with administering virtual conference meetings
- Working knowledge of the principles and practices of customer service
- Some knowledge of the provisions of the Brown Act
- Some knowledge of database development and administration
- Ability to quickly gain a general understanding of all Alliance operations
- Ability to deliver high quality administrative support services and produce organized, accurate and detail-oriented work under the pressure of deadlines
- Ability to respond to changing priorities and effectively prioritize multiple tasks
- Ability to anticipate needs and identify and administer competing operational priorities in a changing environment with creativity and resourcefulness
- Ability to maintain flexibility, adjust to changing conditions, and develop additional skills as required
- Ability to produce and maintain accurate records and filing and tracking systems, and manage information effectively
- Ability to proofread, edit the work of others, and verify, analyze and audit information and data
- Ability to synthesize and interpret a wide range of information and data, clearly define issues, and identify options
- Ability to understand, interpret and apply policies, procedures, and regulatory language
- Ability to create correspondence, forms and letters, compile reports, and gather information
- Ability to listen effectively in order to take accurate meeting minutes
- Ability to operate general office equipment, such as fax machine, copier, scanner, and virtual conferencing equipment
- Ability to apply sound judgment in administering and maintaining the security of confidential materials and information
- Ability to foster effective working relationships and interact diplomatically with individuals at all levels in the organization
- Ability to communicate clearly and effectively with committees, providers, executives, co-workers and the public
- Ability to work independently with minimal supervision and as a member of a team
- Willingness to work outside of regular work hours, such as when staffing Board of Commissioners meetings

DESIRABLE QUALIFICATIONS

- Bachelor's degree in business, business administration or a related field
- Experience working in the healthcare industry
- Working knowledge of the provisions of the Brown Act

WORK ENVIRONMENT

- Ability to sit in front of and operate a video display terminal for extended periods of time
- Ability to bend, lift, and carry objects of varying sizes weighing up to 10 pounds
- Ability to work effectively in a remote work environment
- Ability to travel to different locations in the course of work

- Possession and ongoing maintenance of a valid Driver's License, transportation, and automobile liability insurance in limits acceptable to the Alliance

This position description, and all content, is representative only and not exhaustive of the tasks that an employee may be required to perform. Employees are additionally held responsible to the Employee Handbook, the Alliance Standard Knowledge, Skills and Abilities and the Alliance Code of Conduct. The Alliance reserves the right to revise this position description at any time.