



South Bay Cities Council of Governments
Invites applications for the position of

**Administrative Assistant, Programs & Operations
South Bay Environmental Services Center**

SALARY: \$30,000 - \$45,000 annually (DOE)

OPENING: January 27, 2012

CLOSING DATE: February 17, 2012

ABOUT SBESC

The South Bay Environmental Services Center (SBESC) is a program of the South Bay Cities Council of Governments (SBCCOG). The SBCCOG is a joint powers authority of 16 cities and the County of Los Angeles that share the goal of maximizing quality of life and productivity for the South Bay community in southern California. The mission of the SBESC is to serve the region's constituents as the central clearinghouse for energy efficiency and water conservation information and resources by providing information and solutions to businesses, residents and governments in order to help them implement projects that will save water, energy, money, and the environment.

ABOUT THE POSITION

Under direction of the Deputy Executive Director for Environmental Programs, the administrative assistant performs specific functions within the areas assigned. This person is responsible for tending to all the duties associated with the Reception Desk, assisting with clerical assignments for management, such as meeting logistics, data entry and reporting, meeting minutes, researching topics or issues, managing calendars, and following city committee activity as requested. Specific job responsibilities:

- Attend to Reception Desk – greet visitors to center; answer phones and direct callers to proper extensions; become knowledgeable about SBESC, SBCCOG and partner programs to assist callers and visitors; pick up mail, date stamp, and distribute; prepare for meetings; order refreshments and handle food arrangements; maintain order in lobby, meeting rooms, supply room and common areas; assist with office supply inventory; order office supplies.
- Support the Deputy Executive Director Environmental Programs and SBESC Program Manager with, but not limited to, the following: sending out meeting notices; keeping track of deadlines for the media, city newsletters, SBCCOG newsletter and SBESC e-newsletter; drafting letters for appropriate signatures; data entry of contact information

from meetings and outreach efforts; general filing; scheduling appointments/meetings; maintaining master schedule of rooms on-site; securing meeting locations off-site as needed.

- Assist staff to ensure effective operations of the center's resources; record events and tasks on shared calendars; maintain schedule and coordinate process for checking-out office equipment (laptops, projectors, screens, etc.).
- Demonstrate critical thinking and the use of discretion in communicating with others.
- Perform other work duties as assigned.
- Adhere to SBCCOG employee manual and SBESC policies and procedures.

MINIMUM & DESIRABLE QUALIFICATIONS

One to five years related experience in administration and/or office management support;
Proficiency in MS Office and browser-based web research;
Strong written and verbal communication skills;
College coursework in related field; college degree, or an equivalent combination of training and experience a plus.

APPLICATION AND SELECTION PROCESS

Candidates must submit (via email or post) a resume and cover letter detailing the relevancy of their training and experience to the work of the SBESC and why this position is of interest to:

Catherine Showalter, Deputy Executive Director, Environmental Programs
South Bay Cities Council of Governments
15901 Hawthorne Blvd., Suite 400, Lawndale, CA 90260
Catherine@sbesc.com

The deadline for submitting applications is close of business on Friday, February 17, 2012. Candidates invited for an interview may be required to submit the names of individuals who could serve as professional references.

EMPLOYEE BENEFITS

Insurance Coverage: Employees may choose type of health care plan, dental and vision from a select group offered. The COG matches employee contribution 50%.

Holidays: A total of 12 paid holidays – 11 designated and 1 floating – are provided annually.

Paid Time Off: 6 days for first year; 12 days for second through fifth years.

EQUAL EMPLOYMENT OPPORTUNITY

SBCCOG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation.