

LOS ANGELES COUNTY ECONOMIC DEVELOPMENT CORPORATION

LAEDC is a nonprofit, public benefit organization dedicated to advancing opportunity and prosperity for the residents of L.A. County.

Job Title: Executive Administrative Manager
Reports To: Chief Executive Officer
Department: Executive
FLSA Status: Exempt

Summary:

Interfaces with all levels of LAEDC personnel, LAEDC members, media, local communities, business executives and larger external business community. Provides assistance and administrative management to the CEO of the LAEDC and the President and Managing Director of the SCLC, including correspondence, reports, presentations and special events planning to ensure both entities operate at a high level of efficiency and effectiveness and create/maintain a highly favorable image with their members and external constituencies.

Duties

- Responsible for the oversight and management of the administrative affairs for the office of the CEO and provide administrative support for the SCLC leadership
- Develop, prepare and finalize corporate projects, presentations, and reports, including reports to the LAEDC Board of Directors and SCLC meetings
- Maintain calendar and schedules for the CEO and database contact information for the executive office including maintenance of corporate, client and member files
- Responsible for correspondence, notices, mailing and outgoing data sent in a timely and professional manner
- Manage, schedule and coordinate appointments for the CEO
- Serve as liaison with organization members and external community, screening all calls for the CEO; monitoring information requests, messages and handling inquiries as appropriate
- Develop, schedule and maintain the Meetings and Events schedule for the LAEDC
- Attend meetings and perform minutes as required and assist at LAEDC forecasts and public events, and attend SCLC meetings and events
- Manage logistics and delivery of governance committee meetings, employee all-hands meetings, and executive meetings as required
- Manage and coordinate ad hoc corporate projects across the organization and/or assist officers as required
- Ensure all activities support the LAEDC's mission, goals and objectives

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

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Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word processing and Excel spreadsheet software; Email and Internet software; Database software and Contact Management systems.

Certificates and Licenses: N/A

Supervisory Responsibilities: N/A

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 10 pounds. While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. May need to walk or drive to outside meetings

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Interested applicants please send a cover letter and resume to humanresources@laedc.org with the subject line; Applying for position of Executive Administrative Manager

LAEDC is an equal opportunity employer.