

LOS ANGELES COUNTY ECONOMIC DEVELOPMENT CORPORATION

Job Title: Administrative Manager
Reports To: Director of Workforce Development
Department Strategic Initiatives
FLSA Status: Exempt

Summary:

The Los Angeles County Economic Development Corporation (LAEDC) is a public-benefit nonprofit, with a focus on advancing opportunity and prosperity for the 10 million residents of LA County. We believe that many of LA's most urgent social needs are linked to economic opportunity, now and in the future. LAEDC's collaboration with many leaders in education, business and government is a great strength that enables strategic progress on economic opportunity. In this position, you'll have positive social impact.

LAEDC is seeking a motivated, experienced administrative manager to join our team. In this position, you will oversee the administrative operation of our workforce development initiatives under the direct supervision of the Director of Workforce Development.

You will play a key role in streamlining communication between various partners, departments, employees and vendors. You will also be responsible for managing day-to-day functions, performing clerical duties, and implementing strategic administrative improvements to advance contractual goals. Depending on experience, the salary range for this position is \$45,000 to \$48,000 per annum.

Duties

- Provide technical, administrative, and logistical support for our workforce development initiatives;
- Perform general administrative, clerical, and support tasks;
- Proficiently use Microsoft Office to create reports, prepare presentations, compose emails, take / transcribe and disseminate meeting notes
- Maintain electronic records and databases of partners, vendors, business engagement, presentations, contracts, etc.;
- Create and manage a database of community college partners, educational institutions, workforce development partners, career and technical training, and other key data points as identified;
- Create and manage schedules and agendas for workforce development council meetings, industry focus groups and other meetings focused on workforce and talent development;
- Manage event calendars including inviting guests, managing RSVPs, Save the Date reminders, and creating invitations;
- Manage and secure meeting and event logistics;
- Coordinate with outside vendors and contractors including requesting competitive bids and proposals;
- Track and document attainment of contractual goals;
- Collaborate with the Director and other senior staff to devise and implement strategic administrative improvements;

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- Recruit and manage interns based on departmental needs
- Make travel arrangements for the Director and process expenditures;
- Manage inventory of office supplies; purchase supplies and equipment when needed; and
- Operate office machinery such as computers, photocopiers, and printers; perform light maintenance and troubleshooting.

Competency:

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

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.

Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Team Work – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goal and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments to other team members.

Written Communication – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

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. 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:

Associate from a community college or Bachelor's Degree from four-year college or university preferred; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Ability:

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Ability to read, analyze, and interpret general business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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, Excel, E-mail, and PowerPoint.

Certificates and Licenses: N/A

Supervisory Responsibilities: Interns

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 quiet.

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.

While performing the duties of this Job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

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.

To apply for this position, contact Carolyn.Hull@laedc.org with a coverletter and resume.