

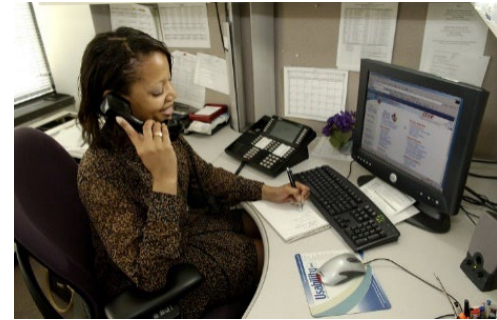
EXECUTIVE COORDINATOR

The SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA), a joint powers agency of the City and County of Sacramento, was formed in 1978. From its inception SETA has been an effective force in connecting people to jobs, business owners to quality employees, education and nutrition to children, assistance to refugees, and hope to many Sacramento area residents. For additional information please visit us at www.seta.net.



We are looking for an Executive Coordinator to serve as an assistant to the Executive Director. The ideal candidate will have exceptional communication skills, establish and maintain cooperative working relationships both orally and in writing, as well as the ability to problem solve intricate situations.

Program Summary: Led by the Executive Director, the executive office is comprised of the Clerk of the Boards along with the Executive Coordinator. The executive office assists to oversee engagement with all Boards, external partners, along with City and County entities. The Executive Director is responsible for setting the direction of the organization and is supported by the Executive Coordinator in overseeing the operations of the headquarters office.



Position Summary: The Executive Coordinator is a confidential position reporting directly to SETA's Executive Director and performs a variety of administrative duties including, but not limited to:

- Performing a wide variety of clerical, administrative and office assistance assignments;
- Preparing and coordinating a variety of correspondence;
- Supervising, training, and evaluating clerical staff;
- Scheduling appointments and maintaining the Executive Directors calendar;
- Coordinates meetings and conferences;
- Professionally interact with staff, clients, and Board members answering inquiries and providing assistance and follow-up as needed;
- Performs other clerical functions to expedite action on agency matters.



Starting Salary: \$29.81/Hr. to \$38.05/Hr. (New employees typically are hired at the first step. SETA's pay scale consists of six steps, each step increase is on an annual basis.)

Benefits:

Medical Benefits (6 plans to choose from)
Dental and Vision Benefits
Life Insurance
Health Savings Account (HSA)
Modern Health (Mental Health Wellness Program)
Educational Reimbursement
Public Employee Student Loan Forgiveness Program

Pension (mandatory contribution required)
Retirement Health Savings Accounts and 457 plans
Paid Holidays (13)
Paid Vacation and Sick Leave
Paid Personal Leave
Paid Jury Duty
Regional Transit Monthly Reimbursement

Minimum Qualifications:

Any combination of training and experience which would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

- I. Four (4) years of increasingly responsible administrative experience in office management, administrative analysis, personnel management, in a position requiring extensive public contact. College business administrative course work may be substituted for general clerical experience at a ratio of two (2) years of college for one (1) year of experience.

Special Requirement: Possession of, or ability to obtain a valid Class C Driver's License is required. A good driving record of at least two (2) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required.

Who May and How to Apply: This is an OPEN examination. Open to the public, current employees, and employees eligible for transfer or voluntary demotion. A completed SETA application or transfer form must be submitted by the deadline date using the online application:

[Click Here to Apply](#)

POSTING DATE: Monday, April 29, 2024

FINAL FILING DATE: Tuesday, May 7, 2024 by 5 p.m.

Upon job offer individuals will be required to complete a pre-employment health screening, TB test, and background check.

SETA will not accept applications electronically submitted after the 5 p.m. deadline. Auxiliary aids and services are available upon request to individuals with disabilities.

