

Executive Coordinator

JOB FAMILY DEFINITION

This classification falls within the Administrative Support Job Family, encompassing a range of work in which incumbents are responsible for providing clerical and general administrative support to management, staff, programs, and/or projects. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

CLASS SUMMARY

Incumbents are responsible for providing the highest level of professional administrative support to executive management staff at the Chief Officer level or higher. Incumbents handle information of an extremely confidential nature requiring the highest level of discretion, customer, and client service.

DISTINGUISHING CHARACTERISTICS

The Executive Coordinator is distinguished from the Administrative Coordinator in that the Executive Coordinator provides direct administrative support to a Chief Officer or the Administrative Director. An incumbent in the Executive Coordinator class is expected to triage work priorities and tasks and coordinate assignments in order to meet established deadlines.

Decisions have a high consequence of error because of the extremely sensitive and confidential nature, as well as the agency wide impact, of the information handled.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Serves as executive assistant to a Chief Officer or the Administrative Director; independently, and with the highest level of discretion, handles the most sensitive and critical issues that have organization wide impact.
- Manages meetings including scheduling, audiovisual arrangements, materials preparation, catering arrangements, traveling to the meeting site and taking/producing meeting minutes.
- Triages, prioritizes, processes, finalizes, and disseminates an executive's requests and assignments to other staff.
- Makes, processes, and monitors travel requests/arrangements for executive travel.
- Receives and sorts incoming mail; routes and/or delegates mail/requests on behalf of executive; tracks responses; and advises executive of outstanding items.
- Participates in meetings; acts on decisions related to administrative support function.
- Prepares complex documents, brochures, reports, contracts, and/or presentations from notes and/or general direction.
- Oversees the establishment and maintenance of filing, records management, and tracking systems.
- Researches, retrieves, and compiles information; assembles information including, but not limited to, forms, documents, expenditures, contact lists, and project timelines; follows up with staff as needed.
- Participates in procurement activities by providing administrative support such as monitoring procurement documents through the process, proofing materials to ensure accuracy and completeness of information, and reconciling receivables with purchase orders, as assigned.

- Provides training to internal and/or external clients in assigned area.
- Provides orientation and guidance to new staff.
- Performs other duties of a similar nature and level as assigned.

EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES *(Illustrative Only)*

Responsibilities across incumbents in this classification are covered in the “Examples of Essential Duties” list. While incumbents assigned to this classification may access, maintain or use function-specific tools and/or perform specific administrative support tasks aligned with one work unit, the general description of the work tasks involved in this class do not vary significantly and therefore no position specific duties are noted.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Four (4) years of progressively responsible administrative support experience, including some experience in providing administrative support to executive level individuals.

OR

Associate’s degree, preferably in the area of assignment, and two (2) years of progressively responsible administrative support experience, including some experience in providing administrative support to executive level individuals.

Additional directly related experience and/or education may be substituted on a year-for-year basis.

OR

One year as an Administrative Coordinator or two years as an Administrative Specialist with the Judicial Council of California or one year of experience performing the duties of a class comparable in the level of responsibility to that of an Administrative Coordinator or two years of experience performing the duties of a class comparable in the level of responsibility to that of an Administrative Specialist in a California Superior Court or California state-level government entity.

LICENSING AND CERTIFICATIONS

- None

KNOWLEDGE OF

- Principles and practices of time management;
- Practices and techniques of coaching and training staff;
- Event conference and meeting planning and logistic practices;
- Modern office procedures and administrative support methods;
- Filing and recordkeeping principles and records management methods;
- Basic business math;
- Customer service principles;
- Principles and techniques of preparing effective written materials;
- Proper English grammar, punctuation and spelling;
- Meeting and calendar coordination, as assigned;
- Database administration at the user level, as assigned;
- Basic budgeting, as assigned;
- Basic procurement practices, rules, and regulations, as assigned;

- Software applications, as assigned;
- Applicable business equipment and desktop applications; and
- Applicable work rules and policies.

SKILL IN

- Coordinating multiple logistical tasks, events, and conferences;
- Establishing priorities and meeting deadlines;
- Preparing, or overseeing the preparation of, complex documents;
- Overseeing the organization and maintenance of files;
- Editing documents including, but not limited to, forms, reports, correspondence, and presentations;
- Providing attention to detail;
- Identifying errors and making corrections;
- Developing knowledge of the function and structure of Judicial Council advisory bodies, as assigned;
- Providing customer service;
- Exercising tact and diplomacy;
- Maintaining strict confidentiality;
- Utilizing a computer, relevant software applications, and/or other equipment, as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary.

Please Note: *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*