



## **JOB DESCRIPTION**

**JOB TITLE:** Executive Assistant  
**REPORTS TO:** Clinic Executive Director  
**DEPARTMENT:** Administration  
**LOCATION:** Rolling Hills Clinics  
705 East Street, Corning, CA 96021  
**STATUS:** Full-time, 100% FTE, Non-Exempt, 40 hours per week

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*"Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the Band's Preference Policy (**Chapter 1-715** of the Paskenta Band of Nomlaki Indians Tribal Policies). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage."*

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### **POSITION SUMMARY**

The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the Executive Director. The Executive Assistant monitors and administers the Executive Director activities ensuring that projects, requests, information and events are prioritized, organized, and communicated to maximize the Executive Director's efficiency and effectiveness.

### **DUTIES & RESPONSIBILITIES**

1. Maintain the Executive Director's calendar by coordinating and scheduling meetings and locations. Monitor current and future appointments for the purpose of confirming/rescheduling as necessary. Determine schedule priorities by rescheduling appointments to accommodate priority meetings and/or declining meeting requests.
2. Provide administrative support to Executive Director by composing clear, accurate and concise correspondence, reports and memorandum; coordinating travel arrangements; preparing expense reports; screening, organizing, and routing mail and other communications; filing, maintaining and archiving documents; managing the budget for the Office of the Executive Director; and maintaining department supplies inventory.
3. Identify, prioritize, and escalate issues as appropriate for consideration and review by the Executive Director. Organize and track various action items, following up as needed to ensure completion or appropriate updates.
4. Keep the Executive Director well informed of upcoming commitments and responsibilities and follow up to ensure that the Executive Director is briefed and prepared for meetings and events. Prepare supporting presentations, summaries, reports and other documents to ensure the Executive Director has pertinent and up to date information.
5. Communicate directly, and on behalf of the Executive Director and other members of senior management, with Board members, Providers, members, and others. Facilitate communication between the Office of the Executive Director and internal departments. Sponsor trust and support with the office of the Executive Director and senior management staff.
6. Organize and support meetings, including Board and Board Committee meetings, including the preparation and dissemination of agendas, meeting materials, and meeting minutes.

7. Prepare, review and/or edit the Executive Director's presentations.
8. Maintain discretion and confidentiality in discussions and relationships with all Board Directors and senior management, manage confidential information and protects the organization by keeping information confidential and secure.
9. Provide assistance to the Tribal Government Office in managing administrative functions associated with Board and select Board Committee meetings.
10. May provide work direction and training to other administrative staff supporting the Executive Director or the Board of Directors.
11. Employee Safety: Safely performs all duties; follows required protective protocols to ensure personal safety as well the safety of others.
12. Must maintain compliance with ergonomic safety standards; be mindful of posture and regularly practice ergonomic stretches.
13. Employee Safety: Safely performs all duties; follows required protective protocols to ensure personal safety as well the safety of others.
14. Safety: Responsible for ensuring that all duties, responsibilities and operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
15. Other duties as assigned by Supervisor.

### **MINIMUM QUALIFICATIONS**

1. A Bachelor degree (preferred) or equivalent work experience.
2. At least five years of experience as an Executive Assistant.
3. Experience supporting C-level executives and working with Board of Directors.
4. Ability to communicate professionally with executives, Board members, and regulators.
5. Ability to handle multiple tasks simultaneously.
6. Ability to work autonomously, using discretion as appropriate.
7. Ability to manage and maintain confidential information.
8. Highly proficient in MS Office.
9. General knowledge of finance and accounting functions, policies, practices and terminology.
10. Strong interpersonal skills, including excellent written and verbal communication skills.
11. Strong editing/grammar/punctuation skills.
12. Strong attention to detail.
13. Strong organizational skills.
14. Demonstrate clear knowledge of Rolling Hills Clinic structure, standards, procedures and protocols.
15. Must have ability to relate and communicate effectively with community interest groups, agencies, and medical facilities that serve the American Indian Community.

**VACCINATION REQUIREMENTS** A pre-employment Physical exam is required upon hire. You will be required to provide vaccination records to show proof of immunity for TB or PPD, Measles, Mumps, Rubella, Varicella, TDAP & Hep B. If the records are more than 10 years old, titers are required to confirm immunity.

**COVID RAPID TEST REQUIREMENT** To protect the welfare and safety of clients receiving services at Rolling Hills Clinic, you will be required to obtain a COVID Rapid Test onsite prior to date of hire.

**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. The employee is occasionally required to stoop, lift, carry, push, pull or otherwise move objects up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception.

**WORK ENVIRONMENT:**

Work is performed in a health clinic setting. The noise level in the work environment is usually low to moderate. Will work with blood-borne pathogens and will require OSHA training. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. 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.

*Employment with Rolling Hills Clinic is voluntarily entered into. All RHC personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at any time by the employee or by RHC. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms. The job description does not constitute an employment agreement between Rolling Hills Clinic and employee and is subject to change by the Paskenta Band of Nomlaki Indians.*