



## THE POSITION: Executive/Senior Executive Assistant

The **Tahoe Regional Planning Agency** and our dynamic team of professionals seek a motivated **Executive Assistant** to provide support to TRPA's Executive Director.

Under the general direction of the Executive Director, the Executive Assistant will provide administrative, management, and clerical support. The ideal candidate will possess exceptional communication skills, a strong attention to detail, and the ability to manage multiple priorities in a fast-paced environment. This employee will need to be in the office Monday through Friday.

### Overall Responsibilities

The duties of this position include, but are not limited to:

- Manage Executive Director's calendar; schedule internal and external meetings, ensuring all affected staff members and/or stakeholders are included; coordinate meeting room reservations and set up; make travel and lodging arrangements.
- Serve as the primary point of contact for internal and external communications for the Executive Director, direct calls and take detailed messages, answer questions, and greet visitors for scheduled meetings.
- Screen Executive Director emails to ensure timely response for critical items; organize documents for Executive Director review and approval.
- Draft, edit, and proofread correspondence, reports, and presentations, maintaining a high standard of quality.
- Respond to requests for information regarding agency programs and activities when appropriate.
- Attend Leadership team and agency-wide staff meetings; maintain notes, and serve as a liaison with key departments to ensure the Executive Team is up to date on time-sensitive issues.

- Organize and maintain confidential records and files for the executive; ensure the security of privileged information in accordance with State and federal laws and regulations.
- Make purchases, submit receipts, and process expense reimbursements for the Executive team.
- Plan, organize, coordinate, and oversee special projects and assignments as requested by the executives.
- Maintain Executive Director social media/LinkedIn.
- Perform other related duties as assigned.



### Required Knowledge and Skills

- Proficient computer skills, including Microsoft Office (Outlook, Word, Excel, Power Point), social media, and Wordpress.
- Excellent written and verbal communication skills.
- Basic graphic design skills a plus.
- Superb organization and time management skills.
- Ability to maintain confidentiality.
- Good listening and interpersonal skills, and ability to build strong relationships with a variety of constituents inside and outside the agency.
- Ability to move quickly from one task to another and be adaptable to changing priorities.
- Demonstrates initiative and problem solving skills.
- Demonstrates influence skills in dealing with all levels and ability to quickly establish credibility and trust. Able to

influence and motivate via oral and/or written communication.

- Comfort operating in a fast-paced environment and meeting deadlines.
- Ability to work independently or in a team setting.
- Ability to carry out responsibilities and follow through on a complex series of tasks with very limited direction, assistance, or supervision.
- Ability to interact with the public in a positive, non-confrontational manner. Capacity to manage conflict to an effective and positive outcome
- Anticipate impact of own work on others within and outside the Agency and communicate proactively to anticipate and resolve issues.

## Education and Experience

### **Minimum Qualifications:**

- High School diploma or equivalent; some college preferred
- Five plus (5+) years of progressively more responsible administrative support experience, preferably including support of individuals in executive level roles.

## Physical and Mental Demands

**Physical Demands:** The essential function of the position requires the mobility to work in a standard office setting and use standard office equipment, including a computer, mouse and keyboard. May require **frequent** sitting, **occasional** standing and walking between work areas; driving to and from local meeting venues or as needed for errands; repetitive use of both hands, light grasping with dominant hand, finger dexterity in both hands is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment; visual acuity to read printed materials and a computer screen; hearing and speech to communicate in person and over the phone or computer virtual software platform; **occasional** bending, stooping, kneel, reach, push and pull drawers open and closed to retrieve and file information; **seldom** lifting/carrying, pushing/pulling of 25lbs or less.

**Mental Demands:** The essential functions of the position requires the ability to read and write both simple and complex material, perform simple and complex math calculations, and the ability to perform simple and complex tasks; complete forms, perform clerical tasks, analyze, synthesize and compile information, supervise, instruct and influence others; work with precision, follow instructions, meet time requirements, memorization and problem solving skills, and use of independent judgment.

## Working Conditions

Work is performed in an office environment with moderate noise, lighting and temperature conditions, and no direct exposure to hazardous physical substances. Work includes the use of computer equipment. Work may be performed alone, with others, around others, and with verbal and face-to-face contact. Employee will be on site/in office five days a week.



## COMPENSATION AND BENEFITS

The salary range for the Executive/Senior Executive Assistant is \$54,515 to \$81,773. Starting pay is generally between the minimum (\$54,515) and the middle (\$68,144) of the range with some flexibility, depending on experience.

TRPA's excellent employee benefits package includes the following:

- 27 days Paid Time Off (PTO) annually for sick and personal time away. Accruals increase with longevity.
- 13 paid holidays annually.
- Money Purchase Pension Plan – in lieu of Social Security, the Agency contributes a dollar amount equal to eight percent of your annual salary towards your retirement. This plan has immediate participation and 100 percent vesting.
- Supplemental Retirement Plan – the Agency contributes a dollar amount equal to seven percent of your annual salary toward your retirement. This plan has immediate participation and 100 percent vesting.
- Group Health Insurance: Medical, Dental, and Vision.
- A choice of four (4) medical plans, with 100 percent employer-paid premiums on select employee-only coverage plans and partial coverage for dependents.
- High Deductible Health Plan option with a contribution by TRPA to the employee's HSA account.
- Employer Paid Life Insurance and Short-Term Disability.
- Long-Term Disability (Voluntary).
- 457(b) Deferred Compensation Retirement Plan (Voluntary).
- Medical and Dependent Care Flexible Spending Accounts (Voluntary).
- Dog-friendly employer.



## THE AGENCY

The Tahoe Regional Planning Agency (TRPA)—created in 1969 by a Compact between the states of Nevada and California, then ratified by the U.S. Congress—protects and restores the environment of Lake Tahoe. The Agency is the nation's first and oldest Bi-State regional environmental authority. TRPA is a one-of-a-kind organization, not purely federal, state, or local, but a unique hybrid organization. The Agency works at the intersection of private and public interests to protect and restore Lake Tahoe, its environment, and its communities for generations to come.

## APPLICATION PROCESS

- **Applications due by November 22nd** for an anticipated **start date by the beginning of 2025.**
- Please visit our website at <https://www.trpa.gov/contact/employment/> to read more about our Agency and to complete an employment application through our Career Center. Within the Career Center site, select the "Apply for Job" link. Please attach a resume of your qualifications, and a cover letter describing your interest in the position in one document when you are completing the application.

- **RECRUITMENT COMMUNICATION:** Human Resources may contact you at various stages of the recruitment process if you meet the qualifications for the position. This contact will be via email or phone only. Please make sure your email address and phone number are accurate.
- We do not accept walk-in or hand delivered application materials nor applicant calls regarding open, pending, or closed positions.

TRPA is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce.

This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

All employment is decided on the basis of qualifications, merit, and business need.

