



City of Long Beach

**EXECUTIVE ASSISTANT - OFFICE OF POLICE
OVERSIGHT**

SALARY	\$28.28 - \$36.86 Hourly	LOCATION	City of Long Beach, CA
JOB TYPE	Unclassified - Full-Time, Permanent	JOB NUMBER	PO24-001
DEPARTMENT	Human Resources - (UC)	OPENING DATE	11/15/2023
CLOSING DATE	12/1/2023 4:30 PM Pacific		

DESCRIPTION

The Office of Police Oversight invites applications for the position of Executive Assistant to the Director of Police Oversight (Open and Promotional). This position will function as an integral part of the executive support team within the department and throughout the organization, exercising a high degree of confidentiality, initiative and resourcefulness. The position requires an organized, flexible individual who responds well in a fast-paced environment. The salary appointment is dependent on qualifications and experience.

NOTE: FILING WILL REMAIN OPEN UNTIL VACANCY IS FILLED.

THE REVIEW OF APPLICATIONS WILL BEGIN 11/27/2023.

FILING MAY CLOSE AT ANY TIME WITHOUT FURTHER NOTICE.

EXAMPLES OF DUTIES

- Responsible for scheduling and clerical assistance for the Director.
- Oversee complaint intake function;
- Coordinate Council presentations from the Office of Police Oversight;
- Maintain report to record and track formal requests made by the City Council or members of the public for information or reports;
- Provide assistance as needed with various verbal and written communications to Mayor, City Council offices, community groups, and the Police Department;
- Serve as a member of the Department's support team;
- Assist with Police Oversight Commission duties as needed;
- Establishes and maintains calendars, files and records for Director;

- Receives and screens office mail and phone calls and arranges appointments;
- Formats and prepares final drafts of a wide variety of audit reports including complex financial statements, general correspondence, statistical reports and other reports;
- Perform other related duties as required.

REQUIREMENTS TO FILE

A minimum of 5 years of progressively responsible secretarial experience.

The successful candidate will possess the following:

- Thorough knowledge of office procedures, time management skills, organizational policies, and procedures;
- Ability to professionally interface with individuals at all levels of the organization and maintain high levels of confidentiality;
- Ability to prioritize and handle multiple assignments with maximum flexibility in a fast-paced environment;
- Strong written, oral, and interpersonal communication skills;
- Ability to handle confidential issues in a professional manner;
- Ability to work independently with minimal direction, exercising strong judgment in carrying out responsibilities;
- Proficiency in the use of Microsoft Word, Outlook, Excel and the other MS Suite programs;
- Excellent attendance, professional appearance, and demeanor.
- Ability to pass an extensive background check.



SELECTION PROCEDURE

This continuous recruitment will remain open until the position is filled. Applications may be reviewed as they are received.

To apply, please attach a letter of interest to your application and provide your answer to supplemental question #2 in PDF format. The most qualified candidates will be invited to participate in further selection procedures which may include a written exercise.

Applications that are missing any of the required attachments will not be considered.

Agency

City of Long Beach

Department

Human Resources - (UC)

Address

411 W. Ocean Blvd., 10th Fl

Long Beach, California, 90802

Phone

Website

EXECUTIVE ASSISTANT - OFFICE OF POLICE OVERSIGHT Supplemental Questionnaire**QUESTION 1**

I understand that the required documents must be submitted as attachments in PDF format at the time of filing with my online application and that failure to submit all required documents at the time of filing will result in the application being considered incomplete. The required documents for this position include: Letter of Interest and a written response to

Question #2. Do you understand these instructions?

☐ Yes

☐ No

QUESTION 2

Part of the Director of Police Oversight's work involves meeting and making presentations to many sectors of the community. Please prepare an outreach plan and email of introduction on behalf of the director to assist her efforts of community outreach. Did you attach the work example in PDF format to your application?

☐ Yes

☐ No

QUESTION 3

I hereby certify that all statements provided in my online application including the attachments are true and complete to the best of my knowledge. I acknowledge that the department may contact my current and past employers or educators to verify the information that I have provided in my application. I understand that any falsification or omission or material facts disqualifies me from further consideration for this recruitment. To certify to the above statement, please check

"Yes" below.

☐ Yes

☐ No

* Required Question