

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

Invites applications for the position of
ADMINISTRATIVE ASSISTANT

OPENING: September 29, 2025
CLOSING DATE: Open until filled
SALARY: \$16.50 - \$35 per hour (DOE)
WORK SCHEDULE: Full-Time 9/80 Schedule (every other Friday off), some evenings required
LOCATION: On-site at SBCCOG office in Torrance, CA (remote on working Friday)

NOTE: Interviews will be scheduled after October 1, 2025

ABOUT SBCCOG

The SBCCOG is a joint powers authority of 16 cities and the County of Los Angeles that share the goal of maximizing quality of life and productivity for the South Bay community in Southern California. The SBCCOG operates various programs that cover homelessness, seniors, transportation, and sustainability. More information about the SBCCOG can be found at www.southbaycities.org.

ABOUT THE POSITION

Under direction of the Executive Director or designee, the Administrative Assistant performs routine to moderately difficult clerical assignments as requested and is responsible for tending to all duties associated with the Reception Desk. This individual assists with clerical assignments, such as meeting minutes, support, and logistics; data entry and database management; managing calendars and scheduling; reporting and creating process flow-charts; preparing correspondence; and coordinating with volunteers and interns on administrative support tasks. Performs other work duties as assigned.

EXAMPLE OF DUTIES

- Types, formats, edits, revises, proofreads, and processes a variety of materials including correspondence, forms, memoranda, agenda items, reports, agreements, technical and statistical charts, tables, and other specialized and/or technical materials from verbal instruction, rough draft, or other source documents; may compose correspondence and other documents for signature
- Answers phones, and greets visitors; responds to and/or routes general inquiries and complaints to appropriate staff members
- Performs a variety of clerical accounting duties including reconciling receipts and invoices; maintains routine financial records; assists with accounts receivable and accounts payable functions; and may assist in preparation of annual audit
- Ensures that facility is in proper working order including breakroom and storage spaces; and submits requests for service to maintain facilities
- Supports communication efforts including maintaining and updating website; assists with social media presence; composes and sends e-blasts; creates and disseminates newsletter(s); assists with media related efforts working with public affairs staff; and may perform graphic design work utilizing software such as Adobe, Canva, CapCut, and Microsoft products
- Supports technology operations including video conferencing, copy machine, computers, phone systems, and other office equipment; ensures that all required equipment supplies are available and in proper working order; coordinates check-out process for equipment; monitors requisitions budget; and submits requests for service to maintain equipment

- Maintains inventory and orders office, facility, and equipment supplies as needed
- Maintains calendar of activities, meetings, and various events for assigned staff; coordinates activities and meetings with staff, the public, and outside agencies; coordinates and arranges special events as assigned
- Schedules use of offices and meeting rooms; assists with setup and cleanup for various meetings and events; contacts vendors for food orders, supplies, and audio-visual equipment
- Provides meeting support with responsibility to post agendas and schedules; processes registrations; attends, takes, transcribes, and properly distributes minutes, notes, or other documentation of actions as requested
- Retrieves, duplicates, scans, distributes, and files a variety of operational, financial, and project records, invoices, and documents; retrieves requested files; creates and maintains physical and electronic files; maintains up-to-date file lists, indexing, and cross-referencing; assists with document retention and destruction
- Upon request, may pick up or deliver documents and/or packages as needed
- Coordinates, makes, processes, and confirms transportation and accommodation arrangements for staff, and checks and processes expense claims
- Serves as back up to other support positions and assists others with a variety of support assignments or special projects on an as needed basis
- Uses discretion in communicating with others

QUALIFICATIONS

Requires graduation from high school or GED equivalent required and one (1) to five (5) years related experience; proficiency in MS Office and browser-based research; knowledge of standard office procedures and practices and business math principles; and strong written and verbal communication skills required. College level course work in a related field, college degree, or an equivalent combination of training and experience desired. Demonstrates critical thinking and the use of discretion in communicating with others. Ability to function independently and as part of a team. Must possess a valid California Driver's License.

CLASSIFICATION AND PHYSICAL REQUIREMENTS

The position is non-exempt under the Fair Labor Standards Act.

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

EMPLOYEE BENEFITS

- Major Federal holidays off as well as December 24 through January 1 + 8 hours Floating Holiday
- Vacation Leave: 104 hours 1st year; 112 hours 2nd year + 8 hours annually with a maximum accrual of 192 hours
- Sick Leave: 8 hours/month
- \$50,000 employer provided term life insurance coverage, while employed by SBCCOG
- \$500/month to apply towards health benefits (unused amounts are applied to 457 deferred compensation retirement plan)
- \$200/month employer contribution to deferred compensation (457 retirement plan)

APPLICATION AND SELECTION PROCESS

Interested candidates must submit via email a resume and cover letter detailing the relevance of their education and experience to the work of the SBCCOG and why this position is of interest.

Submit to: Andreya Mulligan, Administrative Assistant
 andreya@southbaycities.org

Applications will be accepted until the position is filled. Candidates invited for an interview may be required to submit the names of individuals who could serve as professional references.

EQUAL EMPLOYMENT OPPORTUNITY

SBCCOG is an equal employment opportunity employer. All personnel policies and programs are administered without regard to race, color, religion, political belief, age, ancestry, national origin, sex, gender, gender identity, gender expression, sexual orientation, disability, medical condition, marital status, veteran status, or genetic information.