



Job Description | Duty Statement

22nd District Agricultural Association

Classification Title / Code: Executive Assistant / 1728	
Working Title: Executive Assistant	
Department: Administration	Reports To: Chief Executive Officer
Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Time Base: <input checked="" type="checkbox"/> Full Time
Location: <input checked="" type="checkbox"/> On Site <input type="checkbox"/> Hybrid <input type="checkbox"/> Remote	

Position Description

Under the general direction of the Chief Executive Officer (CEO), the Executive Assistant provides comprehensive administrative assistance and secretarial support to the CEO of the 22nd District Agricultural Association ("the District"), a state institution governed by a nine member Board of Directors appointed by the governor, that produces the San Diego County Fair and owns and operates the Del Mar Fairgrounds. The Executive Assistant is responsible for – and critical to – helping to ensure the smooth, forward-looking operation of executive functions and managing and executing a broad range of administrative tasks, including but not limited to coordinating meetings, managing correspondence, arranging travel, and serving as a liaison for the Board of Directors. This role requires exceptional organizational skills, a high level of discretion, an ability to analyze and anticipate needs and issues, and strong communication capabilities.

Essential Job Functions

Employee must be able to perform the following functions with or without reasonable accommodation. Consideration of reasonable accommodation for qualified individuals with disability may be made, provided that doing so does not impose an undue hardship.

90%	Executive Support <ul style="list-style-type: none">• Manages the CEO's calendar, schedules appointments, and coordinates meetings – all in a timely and efficient manner. Briefs the CEO daily and as needed on schedule, needs, and outstanding items, requests, and correspondence. Prioritizes items and tasks and brings urgent matters to the CEO's attention quickly. Advises the CEO and keeps the CEO apprised of ongoing and potential internal and external issues.• Tracks the CEO's initiatives and priorities and works with the CEO to ensure continued progress and adherence to the annual work plan. Ensures the CEO reviews contracts, purchase orders, and other requests and administrative needs in a timely manner.• Acts as the primary point of contact for the CEO. Manages correspondence, including sending and promptly responding to emails, chat messages, and phone calls. Assists with the preparation and drafting of communications to the Board. Assists with writing and editing correspondence, such as emails, memorandums, and other forms of communication intended for both internal and external stakeholders.
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	<ul style="list-style-type: none"> Assists in the preparation of meeting agendas, materials, and follow-up actions. Coordinates and oversees completion of special projects and initiatives, as assigned by the CEO. Serves as the primary coordinator for the preparation and publishing of monthly Board meeting agendas and packets, collecting and assembling materials from staff. Schedules Board committee meetings and prepares agendas and backup materials as needed. Attends meetings, takes notes for follow up action, writes meeting minutes, and helps ensure meetings run smoothly. Assists with, advises on, and tracks the implementation of the CEO's cultural initiatives for District employees. Prepares and edits reports, presentations, spreadsheets, and other documents. Ensures the documents are properly filed, distributed, and stored. Seeks and coordinates opportunities for the CEO to participate in activities that strengthen the District's standing. Accompanies the CEO during events and activities, providing logistical support. Assists with researching issues related to policies, procedures, industry trends, and other matters as assigned. Demonstrates discretion and handles sensitive information with the highest levels of confidentiality and professionalism.
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Marginal Job Functions

10%	<ul style="list-style-type: none"> Arranges travel itineraries, accommodations, and logistics for the CEO, Board of Directors, and executive team when necessary. Completes and submits travel reimbursement forms and reconciles purchases on a monthly basis. Submits and manages catering requests and event work orders for meetings and special events. Completes other duties as assigned.
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Typical Working Conditions

Work is primarily performed in a standard office environment with artificial light and climate control. While performing this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk, use hands and fingers to operate standard office equipment, push and pull file drawers, and move bank boxes up to 25 pounds. At times, work activities can involve walking and standing on foot for long periods. Work activities also require the employee to read, write, and speak English at a level required for successful job performance.

Attendance, Conduct, and Performance Expectations

This position requires the incumbent to maintain acceptable, consistent, and regular attendance at the job site at such level as is determined at the District's sole discretion; work cooperatively with the team members and others and meet performance expectations to enable the District to provide the highest level of service possible; communicate effectively (orally and in writing if both appropriate) in dealing with the public, employees, and others; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment;

complete assignments in a timely and efficient manner; and adhere to District policies and procedures regarding attendance, leave, and conduct. Must be regularly available and willing to work the hours determined necessary or desirable to meet its business needs.

Duties of this position are subject to change and may be revised as needed or required.