



Supervisor Katrina Foley, Fifth District

Orange County Board of Supervisors

Supervisor Katrina Foley seeks an experienced **Executive Scheduler & Special Assistant** to manage the daily schedule for the Supervisor, including creating and maintaining systems to effectively manage a complex and active schedule.

Under the direct supervision of the Supervisor and in coordination with the Chief of Staff and Deputy Chief of Staff, the Executive Scheduler will be responsible for working closely with senior staff to understand the priorities of the office and determine the appropriate level of participation by Supervisor Foley and/or staff at meetings, events, and tours.

Essential Job Duties and Requirements

- Possess a very high level of organization, time management and confidentiality.
- Address all scheduling requests in a timely manner and coordinate complex scheduling arrangements for meetings.
- Have demonstrated ability to work well under pressure and handle stress.
- Ability to work a flexible schedule including night and weekends.
- Provide administrative support as necessary for the office.
- Coordinate and arrange meetings for the Supervisor and prepare materials as required.
- Represent the office of the Supervisor in a professional manner in all interactions with the public, city staff, dignitaries and others.

Skills and Experience Required

- Minimum of Three (3) years of experience performing complex administrative duties; experience supporting an elected official, executive leader and/or CEO is desirable.
- Due to need for attention to detail and capacity to plan well, significant experience managing a complex schedule for an elected official and/or an executive or busy litigator is preferred.

Salary and Benefits

Starting salary \$60,000 - \$70,000, negotiable and commensurate with experience. Benefits include Medical Insurance, Dental Insurance, Vision Insurance, Defined Benefit Pension Plan, Vacation/Sick Leave.

Apply

Submit a resume, cover letter, and writing sample to Chief of Staff Nick Anas at nick.anas@ocgov.com with the subject "Executive Scheduler Application"

Application deadline: 04/21/2023

Location: The position is based in Santa Ana.