



## **Supervisor Katrina Foley, Fifth District**

### **Orange County Board of Supervisors**

Orange County Supervisor Katrina Foley seeks an experienced **Executive Aide** to prepare and assist the Supervisor for meetings, speaking engagements, presentations, press interviews, and other events, as well as staff the Supervisor at all out of office activities.

Under the direct supervision of the Supervisor and in coordination with the Deputy Chief of Staff, and Communications Director, and Scheduler, the Executive Aide will be responsible for working closely with senior staff to understand the priorities of the office and ensure the appropriate level of preparation is completed for Supervisor Foley appropriate staff in all external meetings, events, tours, speaking engagements, and press events.

#### **Essential Job Duties and Requirements**

- Valid CA Drivers License
- Possess a very high level of organization, punctuality, time management and confidentiality.
- Have demonstrated ability to work well under pressure, handle stress, and be flexible with a dynamic daily schedule.
- Ability to work a flexible/untraditional schedule that includes evenings and weekends.
- Provide administrative support as necessary for the office.
- Coordinate and ensure materials are prepared for the Supervisor as required.
- Be confident, personable, and comfortable advancing.
- Represent the office of the Supervisor in a professional manner in all interactions with the public, city staff, press, dignitaries and others.

#### **Skills and Experience Required**

- Minimum of one year of experience staffing an elected official, candidate, or dynamic CEO/other executive leader.
- Due to the need for friendly, outgoing, personable and organized staffing, will consider applicants with minimum of three (3) years of experience in event planning, the hospitality industry, or an athletics department.
- College Degree required

### **Salary and Benefits**

Starting at \$64,480. 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 Supervisor Foley at [Katrina.Foley@ocgov.com](mailto:Katrina.Foley@ocgov.com) with the subject *“Executive Aide Application”*

### **Application deadline: 8/4/2023 or until filled**

**Location:** The position is based in Santa Ana, but will require staffing the supervisor in events throughout Orange County. Not a remote work position. Includes substantial time traveling with the Supervisor.