

JOB DESCRIPTION

Job Title: Executive Assistant to the CEO

FLSA Status: Exempt

Salary Grade: 7

PURPOSE OF POSITION

The Executive Assistant to the CEO, will provide complex secretarial and administrative services to the CEO. This position uses discretion and independent judgment to ensure the effective management of the Agency's records. This position is responsible for handling a wide range of matters, including management of the CEO's budget.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series

SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from the CEO
- This position has no formal supervisory responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Provide general office support for the CEO, including receiving and sending mail, screening phone calls, delivering messages, coordinating meetings, and events.
- Manage the CEO's calendar, including setting up meetings per the CEO's request, per agency staff requests, and with external stakeholder; perform screening of office visitors and telephone callers.
- Directly handle, delegate or assist with projects and matters of importance to the CEO, overseeing status tracking and completion of all initiatives initiated by the CEO, or the Executive Office.
- Oversee and coordinate incoming information to the Executive Office, including the CEO's correspondence, both verbal and written.
- Respond to requests from internal and external sources; provide information on regulations, policies and procedures and other public agency requirements.
- Ensure communications from the Executive Office are well-coordinated and timely.
- Ensure the CEO is fully prepared for meetings, presentations, and events by anticipating the CEO's needs for information/materials and speaking engagements.
- Provide personal leadership that encourages employee productivity and responsiveness to the needs of the CEO.
- Conduct follow-up on action items, monitor progression, and completion of those items, and keep the CEO informed of progress or completion.
- Manage office support functions; direct the work activities of assigned administrative support functions of the Executive Office.
- Manage the CEO's budget, including expense reimbursements, invoices from outside consultants, and others who may have contracts working on behalf of the Office of the CEO.



- Build relationships with key stakeholders, including but not limited to elected officials' representatives, SCRRRA staff, and external customers.
- Administer the SCRRRA recordkeeping and retention schedule for the Office of the CEO.
- Work with designated administrative assistants to process necessary paperwork and/or documentation (i.e. preparing check requests, entering requisitions, logistics for meetings, etc.)
- Support and closely coordinate with Board Secretary, Chief and Executive departmental administrative staff, as needed.
- May direct and check the work of other administrative staff.
- Establish and maintain the departmental filing system.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

MINIMUM QUALIFICATIONS

Education and Experience

- Associate's degree in Business Administration or relevant field;
- A minimum of four (4) years of work experience in a secretarial or administrative office role;
- A minimum of two (2) years supporting senior level executives, department heads and supporting a Board of Directors or Executive Committee work at the staff level.
- A combination of training, education and/or experience that provides the required knowledge, skills and abilities may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.

Preferred Qualifications

None

Knowledge, Skills, and Abilities

Knowledge of:

- SCRRRA, policies, procedures, and regulations.
- General office practices and procedures.
- Laws, rules, and procedures pertaining to notices, minutes, records, reports, agendas, materials and correspondence for a public agency.
- Public service work environment.

Skilled In:

- Advanced proficiency in Microsoft Office.
- Planning and organization with the ability to meet deadlines.
- Effective communication skills verbally and in writing.

Ability to:

- Develop and write reports, policies, and correspondence.
- Analyze situations, identify problems, and recommend solutions.
- Handle common inquiries or complaints, and other sensitive or highly confidential concerns.
- Exercise good judgment and focus on detail as required by the job.



- Collect, organize, and interpret data and prepare accurate records.
- Adapt to changes in work situations and priorities.
- Have a keen sense and understanding of sensitive matters, confidential documents, and conversations with ability to employ strict discretion in sensitive situations.
- Address the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify, and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch, or crawl within assigned working conditions and or locations

Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Updated: September 2025

