



EXECUTIVE ASSISTANT

City of Coachella, CA

\$83,129.76 - \$101,044.68 annually

plus excellent benefits and 4/10 work schedule

The City of Coachella, located at the eastern edge of the world-famous Coachella Valley and within Riverside County, covers 32 square miles, serves over 45,000 residents, and is 130 miles east of Los Angeles. Incorporated in 1946, the City has 82 full time employees. Employees enjoy excellent benefits and a 4/10 work schedule.

The City is seeking an experienced administrative professional to serve as Executive Assistant to the City Manager. The ideal candidate must have the ability to maintain confidentiality, possess excellent communication and interpersonal skills, demonstrate strong organizational ability, and enjoy working in a fast-paced environment. This position performs a wide variety of complex and responsible secretarial and administrative functions.

EDUCATION AND EXPERIENCE: Equivalent to the completion of twelfth (12th) grade supplemented by specialized secretarial training and five (5) years of increasingly responsible secretarial experience, including at least one year of administrative or lead supervisory responsibilities. Experience in public relations, public communications or related government experience.

DEADLINE TO APPLY: Thursday, December 19, 2024 at 6:00 p.m. Interested applicants must complete an online application at www.coachella.org