



Administrative Assistant II – Board Clerk

Part-time position, 20 hours/week

Wage \$17.77 to 23.95/hour

OPEN UNTIL FILLED

Job Duties

Under the direction of the General Manager, this position is responsible for day-to-day functions related to the Board of Directors.

- Assists General Manager or department manager in preparation and posting of Board and Committee agendas, reports, minutes and resolutions.
- Communicates with Board members and community regarding public reports and agendas; coordinate responses to public records act requests.

Qualifications and Education Requirements

- Strong organizational skills
- Computer applications such as spreadsheets, word processing, calendar, e-mail and database software.
- Administrative experience in an office setting.
- An Associate's Degree is desired.

Emailed completed application and resume to Jill Ritzman, General Manager at jritzman@cameronpark.org. Please include 3 professional references.

Position is open until filled; hiring immediately.

Cameron Park Community Services District

Job Title:	Administrative Assistant II – Confidential	Department/Group:	Administration
Location:	Cameron Park CSD Office	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	Level/Salary Range	Position Type:	Less than Part-Time
Applications Accepted By:			
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input checked="" type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			
<p>GENERAL DESCRIPTION OF POSITION</p> <p>Under the general direction of the General Manager, Finance/Human Resources Officer, CC&R Compliance Officer or Parks & Facilities Superintendent, this position is primarily responsible for assisting with day-to-day office functions for various District departments. Position may also be assigned to the Fire Department and coordinate assigned duties with a fire chief.</p> <p>DISTINGUISHING CHARACTERISTICS</p> <p>The Administrative Assistant is expected to perform a variety of office tasks to provide support for the District. Responsibilities involve maintaining and retention of office records and files; providing information to customers, program participants, and citizens regarding programs, services and facility use; answering telephones; preparing or processing forms, reports or action steps related to agency activities including areas of safety compliance and/or Board documentation and CC&R's; cash handling; maintaining and preparing program and facility reports; and other related clerical tasks and customer service functions. Related tasks may be necessary as required.</p> <p>SUPERVISION EXERCISED/RECEIVED</p> <p>Receives supervision from the General Manager or department managers. Incumbents in this position do not routinely exercise supervision.</p> <p>ESSENTIAL JOB DUTIES:</p> <ul style="list-style-type: none"> • Greets and assists the public, on the telephone and in person, with local and county information; answers questions about the facility and other district-owned properties. • Checks the District's voicemail, email, and fax machine throughout the day with the ability to take and relay messages. • Performs a variety of office tasks and related functions as needed including, but not limited to, word-processing, data entry, social media posting and other administrative support. • Assists General Manager or department manager in preparation and posting of Board and Committee agendas, reports, minutes and resolutions. • Communicates with Board members and community regarding public reports and agendas; coordinate responses to public records act requests. • Coordinates safety program including scheduling staff training, keeping current Emergency Action Plans, seeks compliance with permits such as environmental health or elevator permits, and facility safety inspections and reporting. 			

- Coordinates claims with District insurer, receives or provides Certificates of Insurance as requested.
- Coordinates with Fire Chief to implement the Weed Abatement Ordinance Program, including preparing correspondence, developing informational flyers, providing information to residents, and performing inspections in adherence to the Ordinance timeline and procedures.
- Maintains a professional work ethic, and confidentiality as requested.
- Keeps a clean and organized work area.
- Establishes and meets timelines, is proactive, and shows strong organizational skills.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management, staff, and the public.
- Performs other related duties as required.

KNOWLEDGE OF:

Proper grammatical usage, punctuation and spelling; basic mathematical functions; familiarity with office terminology, procedures and modern equipment; courteous manner; tact; good judgment; neat personal appearance; physical condition commensurate with the demands of the position. Standard office procedures, practices and equipment, including a computer and applicable software programs – Word, Outlook, Excel, Publisher, Adobe, etc.; methods of techniques for record keeping and recreational recordkeeping, report preparation and writing; proper English, spelling and grammar; and social media and publishing software. Graphics is desired but not required.

ABILITY TO:

Establish and meet timelines; handle monetary transactions accurately; read, interpret and record data correctly; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; demonstrate strong organization skills; analyze complex issues and develop and implement appropriate responses when needed; follow written and oral direction; communicate clearly and concisely, both orally and in writing; work with computer programs – Word, Excel, Publisher, Adobe, etc.; establish and maintain effective working relationships.

SKILL TO:

Operate standard office equipment, registration system, and computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires both near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

REQUIRED EDUCATION AND EXPERIENCE:

- A combination of education and experience that has provided the knowledge, skills and abilities necessary for the duties expected of an Administrative Assistant.
- An Associate’s Degree is desired.
- Candidate must be able to pass a medical examination, drug screening and Department of Justice (DOJ) background check.

PREFERRED SKILLS AND/OR CERTIFICATIONS

- Possession of, or ability to obtain, a valid California driver's license.

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.