



Administrative Assistant II – Board Clerk

Part-time position, 20 hours/week

Wage \$24.31 to 31.04/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 Christina Greek, Finance/HR Officer. Please include 3 professional references.

Position is open until filled; hiring immediately.

Cameron Park Community Services District

Job Title:	Administrative Assistant II – Board Clerk	Department/Group:	Administration
Location:	Cameron Park CSD Office	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	\$24.31-\$31.04	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, Director of Finance and Administration this position Performs all statutory duties of Board Clerk, including but not limited to a variety of paraprofessional and administrative duties involving a high degree of accuracy, confidentiality, discretion, and independent judgment. Serves as Secretary to the Board and General Manager. Acts as custodian of and responsible for the safekeeping and maintenance of all official records, ordinances, resolutions, minutes, and other formal documents and records of the District. Performs other related duties as required.</p> <p>DISTINGUISHING CHARACTERISTICS</p> <p>The Board Clerk is a single level class, confidential, non-exempt position performing all functions of the Board Secretary as required by the state and federal law. Provides administrative support to the General Manager, Board of Directors, Board Committees and Director of Finance and Administration. This position is distinguished within District departments by the political and confidential nature of the responsibilities, the independence of actions, and the complexity of assignments.</p> <p>SUPERVISION EXERCISED/RECEIVED</p> <p>Receives supervision from the General Manager with direction and oversight from the Director of Finance and Administration. Incumbents in this position do not routinely exercise supervision.</p> <p>ESSENTIAL JOB DUTIES:</p> <ul style="list-style-type: none"> • Perform a wide variety of complex, confidential and self-initiated administrative support and communication duties as directed by the General Manager, including overseeing, or preparing agendas, information packets, legal notices, and the taking and transcribing of official minutes. • Maintain records and files including confidential documents, records, and reports. • Coordinate and supervise responses to records request under the California Public Records Act. • Operate a variety of audio and visual equipment • Attend and represent the District at meetings and events. • Research and prepare correspondence, memoranda, reports, e-mails, policies, and procedures, and other miscellaneous documents. • Monitor the status of pending inquiries and follow up as appropriate • Under the direction of the General Manager, arrange and schedule Board and Committee meetings 			

- Take dictation and summarize and type minutes of meeting from electronic recording devices and handwritten notes.
- Type finished copy from notes, typed copy, rough draft, and oral instructions.
- Coordinate legal notices with media for various public hearings and prepare, post, and publish public notices and documents.
- Prepare and compose resolutions, certifications, and other necessary documents Communicates with Board members and community regarding public reports and agendas, coordinate responses to public records act requests.
- 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.
- Coordinate the timely preparation and filing of Statements of Economic Interest forms for Board members, applicable staff, and consultants.
- Ensure compliance with applicable laws (e.g., Brown Act, Public Records Act, FPPC reporting and disclosure requirements).
- Coordinate the election process for the District with County and State election officials.
- Load agendas, minutes, newsletters, and new releases onto the District's website.
- Attend meetings and perform other duties as assigned by the General Manager
- 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. Pertinent state and local laws, codes, regulations reporting and disclosure requirements including, but not limited to, the Brown Act, the Public Records Act, the Political Reform Act, election laws, Placer County document recording requirements, and procedures relating to the District and Board of Directors. 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.