

## **Admin Assistant Job- 20 Hours/Week**

### **\$20-\$22/Hour Based on Experience**

The Anderson Valley Community Services District (AVCSD) is a small government categorized as a special district. We are located in Boonville and serve the small towns of Yorkville, Boonville, Philo and Navarro. We are made up of a Fire Department, Airport, Street Lighting, and Recreation Department and are also potentially adding water and wastewater services in downtown Boonville over the next few years. We are seeking a part-time detail-oriented candidate to fill the position of Administrative Assistant. No previous government experience necessary. Qualified applicants will possess a knowledge of Microsoft programs, good communication skills, and be comfortable interacting with the public. Bilingual applicants encouraged to apply. Must be able to attend late afternoon meetings on the first, second and third Wednesday of every month. Background check required.

### **Experience & Qualifications:**

High School diploma

1 year office experience

Class-C driver's license

### **Compensation and Benefits:**

The pay range for this position is \$20-\$22 based on experience. We offer district-wide merit and COLA increases based on personnel review which take effect at the new fiscal year beginning July 1<sup>st</sup>, 2024.

The benefits we offer are:

- Accrued vacation time on a tiered scale based on the number of years of continual employment.
- 3% SEP-IRA employer/employee match for retirement benefits
- Small monthly health benefit to go towards employer sponsored medical insurance

Deadline for local applicants: Nov 14, 2023

Please email resume and cover letter to [districtmgr.avcsd@gmail.com](mailto:districtmgr.avcsd@gmail.com)

## Job Description: Administrative Assistant

Under the direction of the AVCSD General Manager & Fire Chief, the Administrative Assistant will perform the following duties:

### Clerk of the Board Duties

1. Create and distribute agendas for AVCSD Board and sub-committee meetings
2. Ensure that informational packets for AVCSD Board and sub-committee meetings are properly noticed in accordance with the Brown Act, prepared timely and distributed (e.g., Public posting of agendas, prior meeting minutes, financial reports, budgets, Department reports, correspondence/reading file).
3. Record and transcribe minutes for AVCSD Board and sub-committee monthly meetings, prepare Board packets one day prior to Board meeting with material provided by General Manager, Chairperson, and Fire Chief and any other person on the Agenda.
4. Maintain confidentiality of AVCSD business, budget, financial dealings and future plans.
5. Keep all vital District records in accordance with the provisions of the Cal. Govt. Code §§ 60200-60203, and the guidelines prepared by the State Controller's office and the Controller's Advisory Department for Special Districts and the District Record Retention Act.
6. Keep a current and accessible record of District policies and procedures, including agendas of meetings, minutes of meetings, ordinances and resolutions.
7. Keep files of current agreements with other agencies and private parties including but not limited to Joint Powers Agreements and Mutual Aid Agreements, grants from public and private sources, leases, insurance policies, private use agreements and contracts, including personal services and employment contracts.
8. Keep an Orientation file of basic background material and information for AVCSD Directors.
9. Ensure that District meetings, solicitations for bids and/or employment are properly noticed.
10. Bring to the attention of the Board of Directors any potential Brown Act violation or requirements as necessary.

### Administrative Assistant Duties

1. Performs receptionist duties, including answering telephones & emails and personally answering Inquiries or directing the public to qualified staff.
2. Prepares, from rough draft or copies, miscellaneous documents such as correspondence
3. Prepares documents for mass mailing, including envelope stuffing, addressing and postage.
4. Performs routine clerical work, including filing, scanning, classifying and indexing records, copying, and retrieving of requested data, etc.
5. Sends invoices and notes when payment is received.
6. Helps process EMS Membership applications.
7. Manage the input of all data into Image Trend. This includes tracking Fire/EMS incidents, training, apparatus etc.
8. Ensures all district correspondence and computer document files are saved and backed-up.
9. Keep files of inventory of district property; remind Airport and Recreation Department to submit annual inventory records of District property, and confirm that the Fire Department maintains a current inventory record.
10. Assist with the writing of Burn Permits during burn season.
11. Any other duties as assigned.

Physical Demands: Sitting; standing; walking; kneeling; stooping; bending; squatting; pulling and carrying (up to 25 lbs.), close vision; speaking; hearing; use of hands to write, type and use telephone.