

HESPERIA RECREATION AND PARK DISTRICT
EXECUTIVE ASSISTANT
(Full Time/At-Will Position)

Definition

The Executive Assistant, under direction, performs a variety of complex administrative support duties requiring extensive knowledge of the assigned department, independently prepares correspondence, accepts payments, and provides customer service.

Listed essential functions are not intended to be all-inclusive or restrictive.

Supervision Exercised

May exercise functional supervision over subordinate staff.

Essential Functions

- Compose, type, format, proofread, and edit a wide variety of written materials.
- Organizes and maintains various administrative and confidential files and records.
- Answer inquiries from the public in person, over the phone, and electronically; direct customers to appropriate staff member and take messages.
- Provide information regarding programs and services to the public and other employees.
- Keep and maintain files, logs, and records.
- Research, interpret, and apply technical and procedural information.
- May represent supervisor at meetings; take, transcribe, and distribute minutes.
- Order supplies and keep an accurate inventory.
- Operate office equipment.
- Performs additional tasks as required and needed.

While performing any of the above duties, must be aware that he/she is acting as a representative and must be public relations conscious.

This is a full time (40 hours per week) at will-position.

Minimum Qualifications

Knowledge of:

- Standard office procedures.
- Principles and practices of organization; applicable federal, state, and local laws, and regulations governing special districts.
- Administrative analysis techniques, business arithmetic, and basic statistics.
- Accepted concepts of public and community relations.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar, punctuation, and sentence structure.
- Techniques for providing excellence in customer service in person, over the phone, and in written communication.

Ability and Skill to:

- Provide varied, confidential, and responsible secretarial and office administrative work requiring the use of independent judgement, tact, and discretion.
- Type 45 words per minute.

- Effectively plan and manage multiple time-sensitive projects and demands simultaneously.
- Collect and evaluate varied information and data, either in statistical or narrative form; interpret plan documents, agreements, and contracts, regulations, policies, and procedures.
- Prepare clear, concise, and complete routine and technical documentation, reports, correspondence, and recommendations.
- Use a computer/word processor to design and compile data and reports; create presentations and analyze data. Utilize computer applications and data management applications for effective service delivery.
- Operate modern office equipment, including fax machines, scanners, multi-line telephone system, printers, and copiers.
- Communicate effectively, both orally and in writing; prepare clear and concise written reports.
- Maintain detailed and accurate records.
- Work cooperatively and tactfully with elected officials, the public, and other employees.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic, other requests, and interruptions.
- Organize and prioritize work; perform work with accuracy and attention to detail.

Experience/Education:

- High School diploma or equivalent supplemented by college level course work.
- 2 years of complex clerical experience in an office environment.
- Possess a work history that demonstrates maturity, longevity, and commitment.

Any combination of continued education, experience, and training that would likely provide the required knowledge, skills, and abilities is qualifying.

Working Conditions

Environmental Conditions: Almost always works indoors in temperature-controlled environment; exposure to potentially hazardous chemicals, various colognes/perfumes, dust, fumes from printing cartridges; exposure to noise/vibrations from office machines.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, reaching, pushing, pulling, lifting, walking, carrying, kneeling, and squatting; sitting or standing for prolonged periods of time; use of hands to finger, handle, or feel objects, write, type, use telephone, operate office machinery; handle money; close and distance vision; speaking; hearing; driving vehicle. High level concentration and attention to detail for extended periods of time required to produce reports, correspondence, and documents.

Examination/Selection Process

All applications will be screened and only those candidates who best match the needs of the District will be invited to compete further in the examination process, which may include pre and/or post interview testing. All applicants are required to complete a District application form and submit it to the Hesperia Recreation and Park District, 16292 Lime Street, Hesperia, CA, or mail to P.O. Box 401055, Hesperia, CA 92340.

Must possess a valid California Driver License and produce a DMV printout of driving record upon request. Take and pass a medical exam if requested. Undergo and clear fingerprinting and background check as a

prerequisite of employment. Prior to employment, the successful candidate shall be required to present documentation establishing identity and employment eligibility in accordance with the U.S. Citizenship and Immigration Services.

Salary Range: A Step \$21.54 per hour - G Step \$28.87 per hour

Benefits

- Participation in the District's cafeteria plan for health, dental, and vision insurance coverage.
- Term life insurance coverage of \$50,000.
- Paid vacation of up to 25 days a year depending on tenure, plus an employee buy back option.
- Paid sick leave as per policy.
- 13 paid holidays per year.
- Retirement with San Bernardino County Employees' Retirement Association.
- Voluntary Deferred Compensation Program available.
- District does not participate in the Social Security Program, except for the mandatory 1.45% Medicare Contribution.

Hesperia Recreation and Park District is an Equal Opportunity Employer.