



Special District of
Rossmoor California

**Invites Applications for the Position of:
ADMINISTRATIVE ASSISTANT (FULL-TIME)**

Closing Date: Open Until Filled

Salary: \$26 - \$30 hourly

THE POSITION

The Administrative Assistant (full-time) reports to the General Manager, serves as Administrative Assistant and performs varied and complex administrative support functions, assisting in the operation of the District office. The candidate will be a hard-working professional, able to undertake a variety of office support tasks and work diligently under pressure. The Administrative Assistant will be comfortable working with elected officials, constituents, and provide a high degree of attention to detail and discretion.

Full-time, 40-hour work week with benefits (medical, dental, vacation and sick leave, paid holidays). May work a varied schedule to provide coverage at meetings and/or special events. The position is based at the Rossmoor Community Services District Administration Office, 3001 Blume Drive, Rossmoor, CA 90720.

ESSENTIAL JOB FUNCTIONS

Knowledge and ability to perform a wide variety of highly complex administrative support functions; ability to work independently with minimal direction and has excellent time management and organizational skills. Under the direction of the General Manager, the Administrative Assistant may compose correspondence and reports for the General Manager and Board; serve as a liaison between the General Manager and other District units; arrange meetings and events; prepare monthly Board and/or Committee agendas, agenda packets and attend meetings of the Board of Directors; provide oral reports to the Board as needed; transcribe and prepare action minutes; and maintain files on official actions of the Board and General Manager. Other duties may include organizing information for the District's website, social media, and quarterly newsletter, including establishing deadlines, securing input from other sources, and writing articles and press releases; edit and proofread all District reports, correspondence and documents for accuracy and content. Oversees and trains staff in the use of the online registration program and process, and serves as liaison between the District and the program provider. Serves as liaison between the District and the information technology contractor; and performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of governmental functions and organizational structures; ability to work effectively with the public, staff and elected officials; ability to function as an office manager and oversee the work of the District office staff. The Administrative Assistant is aware of the importance of confidentiality and handles sensitive matters with discretion.

DESIRABLE EXPERIENCE AND TRAINING

Education equivalent to completion of high school (Associate Degree is preferred) plus three years of general office experience, one year of which is as an assistant to an executive, preferably in the public sector; or any combination of training and experience which may provide the required knowledge, ability and skill.

Knowledge of office practices, procedures and equipment, business English and grammar; business letter writing; personal computer operation; proficiency in MS Office Suite (Word, Excel, PowerPoint, Access, and Outlook), Adobe Acrobat PDF software, Zoom, and cloud-based data storage applications.

JOB RELATED REQUIREMENTS

TYPING CERTIFICATE REQUIRED WITH EMPLOYMENT APPLICATION:

Minimum Net 60 words per minute. Must provide results from a 5-minute typing certification test from a valid testing agency, no more than 12 months old (internet and/or online tests are NOT accepted). Recommended testing agency: ABC Adult School, 12254 Cuesta Drive, Cerritos, CA 90703; (562) 229-7960. Testing is done by appointment only. <https://www.abcadultschool.edu/assessment-center/>

Valid California Driver's license, with evidence of liability insurance.

Department of Justice background check and fingerprinting will be required.

Successful completion of First Aid and CPR certifications will be required within the first three months of employment.

Applications available at the Rossmoor Community Services District Administration Office, 3001 Blume Drive, Rossmoor, CA 90720; or online at <https://www.rossmoor-csd.org:8443/Departments/Human-Resources>
Completed application, typing certificate, and resume should be submitted to the District Office. For questions, please call District Manager Joe Mendoza at (562) 430-3707, extension 3.

(Posted: 04/15/2022)