

**DRAFT - POSITION ANNOUNCEMENT**

**ADMINISTRATIVE ASSISTANT**

**Application Period: September 15, 2021 to Until Filled**

The Tuolumne County Resource Conservation District (TCRCD) is currently accepting applications for the position of Administrative Assistant to provide administrative support to district operations and grant programs.

TCRCD's mission is to identify and meet the natural resource conservation needs of all the people of Tuolumne County and its future generations by providing leadership through educational, technical and financial support for valuable, voluntary services and programs that promote conservation and sustainable agriculture, while maintaining our county's rural heritage. The TCRCD is organized under the California Public Resources Code, Division 9, a Special District of the State, and is led by a seven-member, volunteer Board of Directors appointed by the Tuolumne County Board of Supervisors and City of Sonoma City Council.

The Administrative Assistant reports to the District Manager and is responsible for assisting in District business consistent with the plans and policies of TCRCD. The position requires an ability to work as part of a team as well as independently to complete duties. This position must have the ability to work flexibly within a set of wide-ranging and often changeable tasks and will be someone experienced in working on a variety of projects at once.

Tasks include monthly, quarterly, and/or annual reporting and invoicing on State and Federal grants, coordinating administrative processes (office services, filing, communications/reception and printing), general purchasing requests, and general office duties. This position includes frequent interaction with all members within the organization, contractors, Board of Directors, government agencies and business relations.

**Qualifications:**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Must have strong communication skills and be highly organized.
- Must be comfortable with technology, and have the ability to produce neat correspondence, documents and forms.
- Working knowledge of Google GSuite Programs, Microsoft Programs, and experience with databases is required.
- Candidates must be able to self direct their work and to work cooperatively with others, and have the ability to present themselves in a friendly and professional manner to the public.
- To perform the assigned duties, the employee may be required to work outside of regular work hours (8-5 Monday through Friday), with some night meeting obligations.
- Must have a valid California driver's license, clean driving record, and current auto insurance.

**Education and/or Experience:**

Associate degree from two-year college or university preferred; or one or more years related experience and/or training; or equivalent combination of education and experience.

**Compensation:**

This is a part-time position, estimated at 10-20 hours per week, with the potential for additional hours in the future. Pay range for this position is \$20.00/hour to \$25.00/hour (based on experience and ability to work independently).

**Proposal Application and Submission:**

Copies of this vacancy announcement are available on the District website at: [www.tcrd.org](http://www.tcrd.org)

Application Packet should include: Cover letter, resume, and list of at least three work references.

Position is open until filled, position may be filled anytime during the application period. Electronic copies of the application package addressing all criteria should be sent to the following email address: [lindsay@tcrd.org](mailto:lindsay@tcrd.org)

Please use the email subject: Admin. Assistance Application

If you have further questions about this opportunity, please contact Lindsay Mattos, District Manager (209) 559-9066 or (209) 984-0500, [lindsay@tcrd.org](mailto:lindsay@tcrd.org)

\*\*\*Applicants that do not submit ALL 3 items will not qualify nor advance to the next step in the process of filling the position. In fact, TCRC D reserves the right to not respond or review the application.\*\*\*