

# Spalding Community Services District

## EMPLOYMENT OPPORTUNITY

### ADMINISTRATIVE ASSISTANT

**FINAL FILING DATE:** April 25<sup>th</sup>, 2025, at 5:00 P.M.

**APPLICATION PROCESS:** To apply, please submit:

- 1) Job Application
- 2) Cover Letter
- 3) Resume

Please submit your application materials (.pdf or .doc) to the District office at:

**Email:** [generalmanager@spaldingcsd.org](mailto:generalmanager@spaldingcsd.org)

**Mailing Address:**

Spalding Community Services District  
502-907 Mahogany Way  
Susanville, CA 96130

Spalding Community Services District is an Equal Opportunity Employer.

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#### POSITION DETAILS

**Salary:** \$23.00 per hour

**Benefits:** Vacation/Sick Leave Accrual

**Hours:** Up to 24 hours per week (schedule to be determined; hybrid work optional for qualified candidates with demonstrable experience after a period of 180 days).

**Job Type:** Part-Time/Non-Exempt, At-Will Employee

**Location:** Spalding Community Services District  
502-907 Mahogany Way  
Susanville, CA 96130

**Opening Date:** April 10<sup>th</sup>, 2025      **Closing Date:** April 25<sup>th</sup>, 2025

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#### POSITION OVERVIEW

The Administrative Assistant provides general administrative support and program coordination for District staff. This position is responsible for a variety of clerical, financial, and customer service functions, ensuring efficient operation of the District's administrative activities. Duties include confidential administrative support to the General Manager, assistance with budget

preparation and monitoring, project coordination, and serving as the primary contact for public inquiries. The position operates under the general supervision of the General Manager, following established work plans or objectives, priorities, policies, procedures, and applicable Government Codes. Work is evaluated for technical soundness and conformity to practice and District policy.

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## **ESSENTIAL DUTIES & RESPONSIBILITIES**

Essential duties may include, but are not limited to:

- Provide direct administrative support to the General Manager.
- Serve as the primary District contact for public inquiries, ensuring timely resolution of concerns.
- Perform clerical functions, including maintaining records, preparing correspondence, and scheduling meetings.
- Assist in the preparation and monitoring of the district's annual operating budget.
- Process work orders and purchase orders in accordance with District procedures.
- Maintain financial records and assist with cost tracking.
- Support grant applications and grant progress monitoring and reporting.
- Assist in capital project coordination, including procurement, evaluation, contract management, documentation, inspection scheduling, submittal tracking, and meeting scheduling, note-taking and recordkeeping.
- Maintain and administer the On-Call Services Roster, including advertisement and applicant review.
- Review and issue permits as designated by the General Manager.
- Oversee the organization, management, and maintenance of digital and hard copy official records according to records management strategy and records retention schedules.
- Manages public records requests, receipt, tracking and fulfillment.
- Assist in planning and executing community events.
- Record and prepare Board of Directors meeting minutes in compliance with the California Government Codes.
- Serve as Secretary of the Board in the absence of the General Manager.

## **PERIPHERAL DUTIES**

- Supports operations staff with purchases and maintains an inventory of supplies and materials for the District.
  - Coordinates and engages as directed in professional development, employment development, for Best Management Practices and Efficient Management Programs and Health, Safety & Environmental Compliance.
  - Develop and circulate public relations materials, including but not limited to press releases, newsletters, public notices and legal notices.
  - Performs other related duties as assigned.
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## QUALIFICATIONS

### Education & Experience

- **Required:** Associate Degree and/or two (2) years of college coursework or training in public/business administration, project management, office management, administrative assistance/secretarial training, or a related field.
- **Required:** Two (2) years of increasingly responsible administrative experience, including financial record-keeping, public contact, and/or records management. At least one (1) year of experience providing administrative support to a department manager/director.
- **Preferred:** Certified Bookkeeper; similar credential or licensure.
- **Equivalency:** A combination of education and experience that provides the required skills and knowledge may be considered.

### Knowledge, Skills, & Abilities

- Knowledge of municipal government policies, budgeting, and purchasing procedures; applicable local, state and federal laws, codes, regulations and ordinances.
- Knowledge of the basic principles, practices, and procedures of municipal and governmental budgeting, accounting and purchasing including preparation, monitoring, transferring, and reporting.
- Knowledge of modern financial accounting, business administration, customer relations and enterprise resource management software systems and platforms (e.g. QuickBooks Online, Oracle NetSuite, or similar platforms).
- Establish and maintain effective working relationships with staff, management, vendors, outside agencies, community groups and the general public; present a positive image of the District in a variety of circumstances.
- Perform technical, administrative, and basic accounting tasks and duties with speed and accuracy.

- Proficiency in modern office procedures, including database management, document processing, software/information technology administration and cybersecurity awareness.
- Proficiency in modern office software, including Microsoft Office Suite, Adobe Acrobat and digital document control practices.
- Ability to manage social media and website content.
- Ability to analyze situations and determine appropriate actions.
- Ability to interact professionally with diverse individuals and resolve inquiries effectively.
- Ability to handle confidential and sensitive information with discretion.
- Strong written and verbal communication skills.

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### **License, Certification and Other Requirements**

- **Required:** Possess a Valid State of California Driver's License and satisfactory driving record.
- **Required:** Completion of a background check.

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### **PHYSICAL DEMANDS & WORK ENVIRONMENT**

- Regularly required to sit, type, and use hands to handle office materials.
- Occasionally required to lift/move up to 35 pounds.
- Work is typically performed in an office environment with moderate noise levels.
- Travel, sometimes in inclement weather, is sometimes required.
- Work is occasionally performed outside, sometimes in inclement weather or heat, for monitoring or inspection of infrastructure or capital improvement projects.
- Occasional extended hours may be required for emergency response or critical deadlines.