

## Rancho Murieta Community Services District

### District Secretary

**Salary: \$4,718 - \$6,228/mo. (DOQ)**

Rancho Murieta Community Services District is now accepting applications for one (1) Full Time District Secretary.

#### **DUTIES:**

- Performs a variety of professional, high level, confidential and complex administrative support duties using discretion and independent judgement for the General Manager and Board of Directors in relation to District operations and on major assignments
- Independently manages the scheduling and preparation of the Board of Directors' and Committees' agendas and minutes, functions as recording secretary for the Board and completes related preparation and follow-up materials or action in support of Board activities
- Performs a variety of administrative support and official record preparation, retention and maintenance duties
- Notarizes a variety of legal documents
- Manages District election proceeding with Sacramento County
- Establishes, publishes and posts ordinance, hearings, resolutions, and board meetings and publishes and posts notices for bids as required by the Brown Act and other statutes
- Manages and maintains preparation of newsletter and website and social media communications.
- Special projects as assigned

#### **QUALIFICATION REQUIREMENTS:**

- Knowledge of modern office methods including Intermediate to advanced skill level in Word, Excel, PowerPoint, Outlook, Adobe Acrobat Pro, Internet, social media and website creation and maintenance
- Excellent English usage
- Comprehensive filing, indexing and record keeping systems
- Experience with electronic file management, SharePoint file management a plus

#### **EDUCATION AND/OR EXPERIENCE:**

- Education: AA degree or equivalent college level coursework preferably in office support and business management
- Four years of extensive and increasingly responsible public or private agency administrative experience, with regular public contact

#### **LICENSE AND/OR CERTIFICATES:**

- Possession and maintenance of a California Driver's license and insurability
- Obtain appointment as a Notary Public for the State of California within six months of appointment to the position

#### **BENEFITS:**

CalPERS retirement of 2.0% at 55 for classic members, 2.0% at 62 for new members, and medical, dental, and vision benefits. Visit <https://www.ranchomurietacsd.com/employment> for more information.

**Closing Date:** December 20, 2019.

Send mandatory completed District application and cover letter to **Personnel, RMCS D, PO Box 1050, Rancho Murieta, CA 95683** or apply in person: **15160 Jackson Road, Rancho Murieta, CA.** or email [applications@rmcsd.com](mailto:applications@rmcsd.com) AA/EOE.