

Posting Date: August 1, 2019

Title of Position: District Secretary/Office Manager

Agency: Mendocino City Community Services District

Contact Name: Mike Kelley

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Job Description: Mendocino City Community Services District (MCCSD) provides essential services for the Town of Mendocino. The District's three jurisdictions are wastewater treatment, street lighting, and groundwater management. The Secretary position has a highly visible and critical role within the District. The District Secretary reports directly to the District Superintendent, and has the authority to manage District administrative activities.

The ideal candidate must have an understanding of and ability to perform a wide variety of clerical, administrative, and bookkeeping duties. The secretary prepares and maintains official correspondence, records, files, and public documents. Office activities include screening and directing calls, taking messages, and greeting visitors and customers. The position requires the use of a computer for word processing and spreadsheet data entry, and knowledge of the Sage 50 accounting program. The secretary prepares District financial records, customer billing, and payroll, and also performs the duties of Board Secretary.

Requirements:

Licenses and Certificates—Appointment as District Secretary requires possession of the following:

- Valid Class C driver license
- Notary Public Certificate within one year of employment

Education and Experience—High school diploma or GED and two years of general office experience. An Associate or Bachelor degree is ideal .

Compensation:

Salary range is \$3,600 to \$4,500 per month. Compensation for the position will be based on qualifications and experience. The District offers a complete benefit package that is competitive with other public organizations and includes:

- CalPERS 2% @ 62 Plan for a member hired on or after January 1, 2013
- CalPERS 2% @ 60 Plan for "Classic" member hired prior to January 1, 2013
- Medical Insurance and Life Insurance
- Vision and Dental Allowance
- Vacation—15 days per year (0-5 years); 20 days per year (after 5 years)
- Holidays—Eight (8) paid holidays plus one (1) paid personal day

To Be Considered:

If you are interested in this outstanding career opportunity, please send your resume with a cover letter and five work-related references to Mendocino City Community Services District, P.O. Box 1029, Mendocino, CA 95460, or e-mail at mccsd@mcn.org, by *September 15, 2019*. The District employment

panel has scheduled candidate interviews for *October 15, 2019*. Applicants will be notified when to appear for their interview.

Finalist candidates will be presented to the full Board of Directors in *October 28, 2019* for the selection of the most qualified candidate. The candidate selected will be subject to a background investigation, and may be required to pass a District-sponsored physical examination. It is expected that the new Secretary will be on board by November 18, *2019* to allow some overlap with the current retiring Secretary.

Should you have any questions regarding this position or the recruitment process, please call the District Office at (707) 937-5790. For further information about Mendocino City Community Services District, visit the website at www.mccsd.com.