

ADMINISTRATIVE ASSISTANT

Definition of Duties:

Under the direction of Executive Director, Administrative Assistant shall perform administrative duties and support for Harbor District management and Bookkeeper, maintain all legal records (i.e. permits, ordinances, resolutions, property title, etc.), coordinate various insurances and maintain files, maintenance of District website, perform clerical and stenographic work and preparation of and maintenance of records and minutes of Board Meetings, act as Clerk to the Board, and other related work as required.

Examples of Duties:

- Filing
- Permit Mailings
- Errands
- Monthly billings and postings; inventory/sales
- Sales Tax – Board of Equalization – annual return
- Remote Deposits daily
- Answer phones, attend to customers, receipt payments
- Maintain administrative and legal records
- Maintain proper insurance coverage for District property, liability, Workers Compensation and Marina Operations
- Assist Executive Director and other management staff with administrative details
- Plan and direct the work involved in maintaining Official District documents and records, including the Seal of the District
- Prepare Board agendas, attends Board meetings, prepares Board minutes and supervises the keeping of a journal of Board proceedings and of ordinances, resolutions and other official documents
- Set up meetings as requested by the Board of Commissioners
- Answer questions from the public and officials regarding District organization and practice, ordinances and the status of communications, resolutions and actions of the Board
- Prepare required legal notices for publication
- Maintain District website

Desirable Qualifications:

- Knowledge of modern office practices and procedures such as: customer service, typing, filing, answering phones, etc.
- Demonstrated ability to perform clerical work of average difficulty.
- Computer literate – experienced with Microsoft Office Suite 2010.
- Understand and carry out oral and written directions.
- Pleasant, courteous and friendly personality.
- Must have valid CA Drivers License.
- Must be bondable and insurable.

Salary:

\$16-\$18/hour

Plus benefits: medical, dental, vision and life insurances; sick leave; vacation; paid holidays; CalPERS retirement; and 457 Plan participation.

Application form is available at www.humboldtby.org. Applications may include resume and supporting documents. Position open until filled.

Applications may be mailed (P O Box 1030, Eureka, CA 95502-1030), hand-delivered (601 Startare Drive, Eureka, CA 95501) or emailed (clerk@humboldtby.org).