



Amador Resource Conservation District  
12200 B Airport Road, Jackson CA 95642

POSITION ANNOUNCEMENT  
ADMINISTRATIVE ASSISTANT

*Application Period: July 16<sup>th</sup> to Until Filled*

The Amador Resource Conservation District (ARCD) is currently accepting application for the position of Administrative Assistant to provide critical administrative support to District functions and operations, as well as ARCD partners, as necessary.

The ARCD is a local district of government that provides assistance to private landowners to address natural resource concerns. The ARCD is organized under the California Public Resources Code, Division 9, a Special District of the State, and is led by a five-member, volunteer Board of Directors appointed by the Amador County Board of Supervisors. The ARCD is a dynamic not-for-profit entity, with staff who implements the Board of Director's Annual Plan and Long Range Plan to address resource concerns and opportunities within the County.

The ARCD works closely with the Amador Fire Safe Council (AFSC) a non-profit organization that develops and implements fire prevention projects within Amador County. The Administrative Assistant will provide assistance to the AFSC Coordinator as assigned.

**Essential Functions:**

The Administrative Assistance will function as the District's bookkeeper and coordinate central administrative processes (office services, central filing, communications/reception and printing), general purchasing requests, and general office duties. Additional tasks include bookkeeping and financial record keeping for the small, but growing district business. Functions include monthly, quarterly, and/or annual reporting and invoicing on state/federal grants. Monthly preparation of basic financial reports including but not limited to Profit & Loss Statements, Cash Flow Reports and Balance Sheets. District financial reports are coordinated through the Amador County Treasury on a monthly basis and with annual reporting to State Controllers Office. Assistance with regular financial audits also required.

The Administrative Assistant provides a full range of administrative support to the ARCD District Manager by preparing correspondence materials, public meeting posting and meeting scheduling. This position includes frequent interaction with all members within the organization, contractors, Board of Directors, government agencies and business relations.

The Administrative Assistant will help with human resource tasks, which will include assistance with onboarding new employees and board members, collecting process staff timesheets, updating/managing staff sick and vacation time, and the upkeep of employee personnel files. The Administrative Assistant will assist in the research and development of human resource policy and procedures.

The Administrative Assistant will provide administrative assistance for the AFSC. Tasks will include bookkeeping and financial record keeping for the AFSC. Functions include monthly, quarterly, and/or annual reporting and invoicing on state/federal grants. Monthly preparation of basic financial reports including but are not limited to Profit & Loss Statements, Cash Flow Reports and Balance Sheets

**Measures of Performance:** The Administrative Assistant shall be considered to be performing in an acceptable manner when the following have been accomplished:

- Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
- Quantity – Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Oral Communication – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Tailors the content of speech to the level and experience of the audience; Uses appropriate grammar and choice of words in oral speech; Organizes ideas clearly in oral speech; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Written Communication – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively.
- Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- Safety and Security – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent changes, delays, or unexpected events.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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 Microsoft Programs, QuickBooks 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 \$25.00/hour to \$27.00/hour (based on experience and ability to work independently).

**Proposal Application and Submission:**

*Copies of this vacancy announcement are available on the Amador Resource Conservation District website at:*  
[www.AmadorRCD.org](http://www.AmadorRCD.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:

**[Amanda@AmadorRCD.org](mailto:Amanda@AmadorRCD.org)**

Please use the email subject: Admin. Assistance Application

If you have further questions about this opportunity, please contact Amanda Watson at (916) 612-5163 or [Amanda@AmadorRCD.org](mailto:Amanda@AmadorRCD.org)