

2016

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JOB ANNOUNCEMENT

Part-Time Administrative Assistant

The Local Agency Formation Commission of Monterey County (LAFCO) is recruiting for the position of Part-Time Administrative Assistant. Under the general direction of the LAFCO Executive Officer, the position will perform a wide range of clerical and technical assignments in support of the LAFCO Commission and staff. A minimum of three years of relevant experience is required, preferably in a public agency setting. This is an at-will position that serves at the pleasure of the Executive Officer.

The complete job specification and application are available on the LAFCO website at www.monterey.lafco.ca.gov. To apply for the position, please submit a cover letter, resume, application and references to Executive Officer Kate McKenna at mckennak@monterey.lafco.ca.gov by 5:00 p.m. on May 30, 2016.

Application materials will be competitively evaluated for knowledge, skills and abilities for this position. The most qualified applicants will be invited to participate further in the selection process.

Posted: May 10, 2016

Job Specification

ADMINISTRATIVE ASSISTANT

Job Title:	Administrative Assistant (Part-Time)
Job Type:	At Will, Regular Position
Salary Range:	\$21.53 - \$26.18 Per Hour + Partial Benefits
Overtime Eligible:	Position is Non-Exempt.
Date:	April 25, 2016 (LAFCO Resolution No. 16-05)

Definition

Under the general direction of the Executive Officer, the part-time Administrative Assistant position performs a wide range of administrative services in support of the Local Agency Formation Commission of Monterey County and staff; and performs other related work as required.

Distinguishing Characteristics

This position requires an individual who can independently learn and follow general direction to perform routine and somewhat complicated clerical and/or technical assignments. Must have strong ability to communicate, and good interpersonal skills. Experience in working with public agencies is preferred, as is progressive office experience. Must demonstrate strong knowledge of computers and Microsoft Office Suite software. Some knowledge and familiarity with administrative and fiscal practices are desired, including the principles and practices of payroll, accounts payable and records management. Detail orientation and good knowledge of grammar, spelling and punctuation are required, as is the ability to grasp policies, regulations and procedures. This is an at-will position that serves at the pleasure of the Executive Officer. Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Examples of Duties

Duties may include, but are not limited to:

- Courteously greet and respond to the public, applicants and Commissioners in the office, on the phone and by email.
 - Assist staff in compiling and organizing data and preparing charts, reports, correspondence and studies in support of project processing, Municipal Services Reviews, Sphere of Influence reviews and other projects as assigned.
 - Assist staff with a variety of administrative functions such as processing payroll; accounts payable; human resources; policies and procedures manuals; records management and archiving; contracts management; operation of office machinery and technology; preparation of budgets, financial reports and audits; maintaining rosters and schedules; maintaining records of Commissioner and staff training and disclosures; website maintenance; responding to requests for information, and other duties as needed.
 - Provide support in preparing for all Commission, Committee and staff meetings pursuant to legal requirements, policies and deadlines. Prepare notices, agendas, staff reports, resolutions and minutes as requested. Assemble, prepare and distribute meeting packets as requested.
 - Assist staff in preparing correspondence, ballots, and tracking of same for elections, appointments and selections of City, County, Special District and Public Members of the Commission.
 - Attend trainings by LAFCO-related organizations and other professional organizations as requested to increase technical knowledge and skills.
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Education and Experience (Typical Qualifications)

Any combination equivalent to graduation from high school and three years of progressively responsible clerical experience, preferably in a public agency setting.

License and/or Certifications

A valid California driver's license is required. Maintain a satisfactory driving record. Authorization to work in the United States is required.

Knowledge, Skills and Abilities

The position requires experience with organizational, communication and interpersonal skills. The combination of experience, education and/or training will substantially demonstrate the following knowledge, skills and abilities:

Knowledge of:

Modern office methods and equipment. Computer software knowledge to include advanced word processing, spreadsheets, and data base management. Correct grammar, punctuation and spelling and ability to proofread. Appropriate format for business correspondence and communications as directed.

Familiarity with and some understanding of the principles and techniques of public agency administrative and fiscal practices, including payroll and accounts payable. Understanding of basic meeting set-up procedures. Experience with record keeping and file management.

Ability to:

Perform a variety of technical and/or clerical work involving independent judgment. Apply specialized information unique to LAFCO. Interpret and apply policies, regulations and procedures. Make accurate comparisons and arithmetic computations. Communicate clearly and concisely, both orally and in writing. Follow oral and written instructions. Work effectively with the public, in person and by telephone. Supervise temporary clerical personnel. Possess a high degree of detail orientation, integrity and confidentiality. Exercise adaptive thinking and facilitative style, rather than confrontational in nature. Work well with peers and supervisors. Confidential handling of sensitive organizational issues. Possess a commitment to ethical standards and quality public services. An active listener, supportive team builder, and demonstrate an energetic work style.

Special Requirements:

Essential duties require the following physical skills and work environment:

Physical Skills: Able to use standard office equipment, including a computer and other electronic equipment; arm, hand, finger, wrist, leg, or foot motion repetitively; firmly or lightly grasp items as needed; sit, stand, walk, kneel, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials, a computer screen, and to work in a typical office environment; hearing and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 10 -15 pound boxes, files, and materials.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; work protracted and irregular hours and evening meetings or work unusual hours for meeting attendance or participation in specific projects or programs.

Work Environment: Mobility to work in a typical office setting.
