

HOW TO APPLY

Submit a District Application and
Resume to:
District Office
Carmichael Rec & Park District
5750 Grant Avenue
Carmichael, CA 95608-3744

Applications may also be downloaded
at our website:
www.carmichaelpark.com

The application deadline is:
September 29, 2017

The most qualified applicants meeting
the minimum qualifications will be
further considered to continue in the
recruitment process.

Candidates will be subject to
computer skills test, interview, and
reference checks, including DOJ
fingerprint screening.

Successful candidate will be subject
to pre-employment physical
examination and drug screen
performed at the District's expense.
Failure on any part of the selection
process will result in disqualification
and exclusion.

SALARY & BENEFITS

- Hourly salary rate : \$17.63 - \$21.44
- Holidays: 8 paid holidays per year
- Paid Vacation
- Paid Sick leave
- Health insurance: District paid premium for the lowest traditional HMO for employee only coverage through Sacramento County Employee Benefit Programs. (Kaiser/Sutter/WHA)
- Dental insurance: District paid premium for employee & dependent coverage (Delta Dental).
- Vision: District paid vision for employee & dependent coverage through VSP; exception Kaiser, included in health plan.
- Life insurance: The District paid premium for basic plan coverage for employee and dependents. Optional coverage available at the employee's expense. (Prudential)
- Deferred compensation: A 457 Plan is available at the employee's option and expense.

EMPLOYMENT OPPORTUNITY

**SECRETARY
RECEPTIONIST**
DISTRICT OFFICE
REGULAR PART TIME
(30 HOURS PER WEEK)



District Office
5750 Grant Avenue
Carmichael CA 95608-3779
Phone: (916) 485-5322
Fax: (916) 485-0805
www.carmichaelpark.com



Mission: Satisfy the recreation needs of the community by providing a wide range of facilities and opportunities to enrich the quality of life.

THE DISTRICT

Carmichael Recreation and Park District is a dependent special district established October 29, 1945, located 15 miles northeast of Sacramento. The District population is approximately 52,000 and has a budget of approximately \$5.5 million for Fiscal Year 2017/2018. There are 13 park sites with a total of 178 acres, including 11 developed parks, a large community center located at a former high school, a botanical garden that is 58 years old, and a 17 acre nature area.

Creative solutions are being developed to address major repair and renovations needed throughout the District.

THE POSITION

Under the supervision of the Administrative Services Manager, performs various office support assignments, including greeting the public and providing a variety of information about District functions and programs. Receives program and facility registrations, prepares facility use permits, and maintains related records.

ESSENTIAL DUTIES

- Open and close district office.
- Provides customer service support by screening telephone calls, supplies the requested information, or redirects the caller appropriately; responds to customer inquiries from walk-in, phone, email, and faxes requiring judgement, initiative and knowledge of policies, practices, and procedures.
- Receives, sorts, and distributes incoming mail and faxes. Check drop box daily.
- Shows facilities to potential renters; processes recreation program registrations, facility reservations, data input, prepares refund requests and daily balancing of cash drawer.
- Prepares and updates facility reservation binders; maintain/post activities from activity guide, staff, and rentals. Prepares weekly facility use schedule and reports monthly rental activity.
- Prepare correspondence, reports, and other written materials; assist in development of public information media such as flyers, brochures, and press releases.
- Provide administrative/clerical support to all divisions.
- May assist with preparation and posting notices/agenda for Advisory Board Meetings; assemble materials and documents needed for workshops, committees, staff meetings, public hearings and safety committee. Take meeting minutes, prepare copy and distribute to interested parties. May be required to attend Advisory Board meetings for the purpose of taking minutes and/or greeting visitors.
- Communicate with others to obtain and exchange information.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Other related duties may also be performed

KNOWLEDGE OF:

- Modern office practices, procedures, and equipment.
- District policies, procedures, operations, and programs.
- Correct English usage, including grammar, spelling, and vocabulary.
- Simple arithmetic.
- Proper preparation and format correspondence and reports.
- Filing methods and recording keeping systems.

SKILL IN

- Receptionist and telephone techniques.
- Basic Math
- District software applications.

ABILITY TO:

- Perform a variety of office and program support assignments with minimal guidance and supervision.
- Follow oral and written instructions.
- Maintain and update records and reports with detail and accuracy.
- Type at a rate of 50 wpm from clear, legible copy. Operate a variety of common office equipment.
- Prepare, review, and analyze data.

EXPERIENCE/EDUCATION

- Graduation from high school and business college or two(2) years experience, or an equivalent combination and experience.

SPECIAL QUALIFICATIONS

- Possession of a valid California Drivers License and current auto liability insurance. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.