

JOB ANNOUNCEMENT
(Rev. 10-29-2020)

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Crockett Community Services District

DISTRICT SECRETARY

Salary range: \$3,754 to \$6,250 per month

The Crockett Community Services District is accepting applications for the position of District Secretary. This is a part-time position, envisioned as 16 hours per week. (The salary range shown above would be for a full-time position of 40 hours per week.)

Crockett CSD provides recreation facilities and sewer services for the towns of Crockett and Port Costa. Being a small district, the District Secretary is accountable for a wide scope of responsibilities.

The District Secretary reports directly to the District Board at monthly meetings and bears responsibility for the legal compliance of the District. Typical duties include preparing minutes of meetings, Brown Act compliance, public speaking, preparing reports, and attending evening meetings of the District Board, its Commissions and Committees.

SELECTION PROCESS

1. **Application Filing:** A completed job application form must accompany the applicant's resume. This position will remain open until filled.
2. **Resumes:** Resumes must be submitted with the completed official application form. Resumes should address the desired qualifications stated for this position, including training and experience, knowledge and ability. Applications received without resumes will be disqualified.
3. **Interviews:** The examination may consist of written exam, computer test and oral interviews.

INFORMATION AND APPLICATION FORMS

are available on the district website: www.town.crockett.ca.us

Crockett Community Services District
P.O. Box 578
850 Pomona Street
Crockett, CA 94525
Tel: (510) 787-2992 Fax: (510) 787-2459
Email: manager@town.crockett.ca.us

QUALIFICATIONS

The ideal candidate for District Secretary of Crockett CSD will be a highly organized person with residence in Crockett or within 60 minutes driving time.

He or she will:

- Be proficient in written and spoken English.
- Have managerial or public agency work experience.
- Demonstrate computer proficiency in Word, Excel and PowerPoint.
- Meet a high standard in being completely truthful, trustworthy, and fair to all.
- Be good at public speaking and in public interactions.
- Be very good at time management.
- Be self-motivated and have the ability to motivate employees and volunteers.

AN EQUAL OPPORTUNITY EMPLOYER

NO FILING DEADLINE: POSITION OPEN UNTIL FILLED

RETIREMENT, HEALTH, AND OTHER FRINGE BENEFITS

(Revised 10-29-20)

The District shall provide employees working an average of 16 hours/week with vacation leave, sick leave, and other benefits as stated herein.

Vacation Leave: Accrued at 2-2/3 hours per month and accumulating from year-to-year up to cap, including all vacation leave previously accumulated.

Sick Leave: Accrued at 1-1/3 hours per month and accumulating from year-to-year up to cap, including all sick leave previously accumulated.

Paid Holidays: 3-1/2 fixed holidays.

Vehicle Allowance: At federal reimbursement rate.