



Invites your interest for the position of

Administrative Assistant I

Salary Range: \$33,785- \$40,000



THE OPPORTUNITY

San Elijo Joint Powers Authority (SEJPA) is a community centered organization focused on environmental sustainability. SEJPA fosters a fast paced and rewarding working environment with empowering work culture. In addition, SEJPA offers an attractive benefit package and incentive pay. This is a unique opportunity for an entry level administrative talent who is looking to gain a wide variety of experience to set a solid foundation for their career.

Under general supervision of the Director of Finance and Administration, this position is responsible for providing sustained professional support to the administrative, human resources, financial, and records management functions of the Authority. Additionally, this position will take and transcribe minutes of Board meetings in the absence of the Administrative Coordinator.

Requires an ability to exercise sound judgment and work both independently and as a team member. Confidentiality on all matters is essential.

Job Functions

- ◆ Support the Director of Finance and Administration in carrying out agency's Mission, Vision, and Values.
- ◆ Provide customer service to visitors at SEJPA.
- ◆ Answer SEJPA general telephone and email and relay information to the appropriate party in a timely, accurate and confidential fashion.
- ◆ Answer the security gate phone and ensure that visitors check-in and are properly directed.
- ◆ Retrieve, distribute and collect mail, including accounts payable checks.
- ◆ Ensure documents, letters, contracts, and forms are all consistent in the SEJPA format and style.
- ◆ Ensure that office, lunch room, and copier supplies are adequately stocked.
- ◆ Perform record management duties including reviewing, categorizing, filing of technical documents, updating records management, and filing off-site records retention.
- ◆ Assist with Clerk of the Board of Director duties, which includes, but is not limited to: record and transcribe minutes of the Board, its committees and subcommittees, prepare and distribute Board and committee agenda packages, post agendas in compliance with the Brown Act, and prepare all necessary items for the monthly Board Meeting.
- ◆ Assist with contract management and supplies and services bids.
- ◆ Perform timely updates to emergency lists, Emergency Operations Plan binder, contact lists, training spreadsheets, etc.
- ◆ Ensure Certificates of Insurance are current and on file.
- ◆ Keep all matters confidential.
- ◆ Other duties as assigned.

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Phone: (760) 753-6203

Requirements and other Qualifications

- ◆ Ability to understand and follow directions and complete assignments with supervision.
- ◆ Ability to work both independently and as part of a team.
- ◆ Ability to interact with the public, vendors and other employees in a courteous, tactful and diplomatic manner.
- ◆ Knowledge of correct English usage, grammar, spelling, vocabulary and punctuation, including a general knowledge of business correspondence.
- ◆ Ability to operate standard desktop computer and general office equipment.
- ◆ Ability to learn, interpret and apply administrative and departmental policies and remain within SEJPA and supervisory guidelines.
- ◆ Ability to effectively maintain (order, inventory, etc.) office, lunch room, and copier supplies.
- ◆ Ability to establish and maintain cooperative working relationships in order to foster a team approach.
- ◆ Must provide proof of COVID-19 vaccination and comply with SEJPA COVID-19 policies and procedures, all of which may be amended from time to time.
- ◆ Expectation that work shift may include hours outside of normally scheduled days/hours.

Education and Experience

A High School Diploma or GED is required. College degree is desirable.

Minimum of one year experience performing a variety of administrative functions.

APPLICATION PROCESS

To apply for this opportunity, please visit www.sejpa.org to download and complete an application. Please send a cover letter, resumé, and signed application by email to Amy Chang at changa@sejpa.org. Questions regarding this opportunity, can also be sent by email to Amy Chang. Applications will be accepted until the position is filled. Interviews to start week of August 15th, 2022.

