



*"Building community and enhancing quality of life through people, parks, and programs."*

**Greater Vallejo Recreation District**  
395 Amador St.  
Vallejo, CA 94590  
www.gvrd.org

## **Job Announcement**

### **Administrative Support FT**

**Job Opening – Friday, September 22, 2017**

**Closing Date: 5:00 p.m. – Friday October 13, 2017**

**\$19.41/hr. - \$23.62/hr. w/benefits**

GVRD is accepting applications for a full time Administrative Support FT position in the GVRD Main Office. The job description and basic qualifications/competencies are as follows:

#### **The Position**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

Perform difficult, complex office support work, which requires the exercise of independent judgment and initiative, the application of technical skills including fully utilizing Excel and Microsoft Word to create and maintain spreadsheets and official documents for the District; oversee and carry-out specialized projects activities related to the division to which assigned.

#### **Responsibilities include the following:**

1. Assist and respond to requests for information from staff and the public in person or by phone, provide basic information on District policies and procedures; may refer inquiry to other public/private agencies; releases reports obtained under appropriate conditions; and presents facts without interpretation.
2. Process park/field reservation rentals, recreation programs registration and special events using PEAK computer software program; review computer produced reports for accuracy and make corrections as required; properly mail and file paperwork.
3. Perform accounting processes associated with the collection of fees for programming and the use of facilities including refunds, account adjustments and daily cash balancing for multiple registrations; process bills and invoices for payment.
4. Type correspondence, reports, forms and specialized documents from drafts, notes or brief instructions; may compose some correspondence independently prepare draft documents for review by others.
5. Assist and participate in the implementation of goals and objectives; abide by, and implement approved policies and procedures.
6. Proofread and edit documents for clerical and arithmetical accuracy and completeness, and for compliance with established standards and procedures; review forms, reports and other documents, verifying content accuracy and completeness, initiating corrections, coding, updating or posting as required.
7. Perform a variety of complicated data entry functions, input data from various sources, keep them updated, and verify data for accuracy and completeness.

8. Assist in the compilation of reports; compile information and data for statistical and financial reports; input formulations for spreadsheets; maintain a variety of statistical records.
9. Maintain and update office files, following an established filing system; research and compile information from such files; purge files as required.
10. Attend to a variety of office administrative details such as ordering supplies, arranging for repair of equipment, transmitting information, and keeping reference materials up to date.
11. Operate a variety of office equipment including a multi-line phone, copier, facsimile machine, and computer.

## **QUALIFICATIONS**

### **Knowledge of:**

Advanced principles of office management including practices and procedures;  
Modern computer word processing, spreadsheet, office, electronic mail and calendar software operations.  
Techniques for dealing effectively with the public and District staff, in person and over the telephone  
Business letter writing and the standard format for reports and correspondence;

### **Ability to:**

Learn and interpret District policies and procedures.  
Prepare and maintain accurate records and reports  
Work effectively under pressure and with frequent interruptions  
Learn PEAK software for registrations and facility bookings.  
Understand and carry out oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Organize own work, coordinating projects, setting priorities, meeting deadlines and following up on assignment with minimum direction.

## **Experience and Education Guidelines**

***Any combination of experience and education that would likely provide the required knowledge and abilities qualifies. A typical way to obtain the knowledge and abilities would be:***

### **Experience:**

Two years of general clerical or secretarial employment including public contact or one year of experience performing office support. Related college training may substitute for experience provided there is at least one year of clerical or secretarial employment.

### **Education:**

High School diploma or the equivalent  
Proficiency certificates recommended

### **License or Certificate**

Selected positions require a valid California driver's license and maintenance of an acceptable driving record while employed.

## **Application Process**

To be considered for this career opportunity, please submit a cover letter, resume and employment application **no later than 5:00 p.m. on Friday, October 13, 2017**, to the main office of the Greater Vallejo Recreation District, 395 Amador St., Vallejo, CA. 94590. If you have any questions regarding the employment application process, please contact Rosa Ringseth at 648-5320.

*GVRD is an Equal Opportunity Employer and does not discriminate on the basis of any legally protected status in employment or in the provision of services.*