

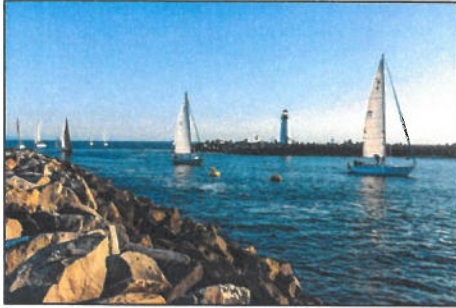
# SANTA CRUZ PORT DISTRICT EMPLOYMENT OPPORTUNITY

## ADMINISTRATIVE ASSISTANT

Regular Full-Time – M-F 8:00am – 5:00pm + Regular Port Commission Meeting Attendance

Salary: \$4,352 - \$5,832 per month

**APPLICATION DEADLINE: February 18, 2019, 5:00 PM**



### THE POSITION

Santa Cruz Port District is seeking qualified candidates for the regular, full-time position of **Administrative Assistant**. The Administrative Assistant reports to the Administrative Services Manager and provides administrative and technical support to the Port Director and governing Port Commission, as well as other District management and staff.

The primary responsibilities of this position include providing staff support for management and the Port Commission (scheduling and attending meetings, preparing meeting agendas, board packets and minutes); processing monthly and annual billing statements; maintaining lease files and tenant accounting records; creating and distributing informational materials for customers and the general public (notices, email blasts, monthly newsletter); maintaining and updating Port District's website; processing special event permits. *The complete job description is available online at [www.santacruzharbor.org](http://www.santacruzharbor.org).*

### THE COMMUNITY AND PORT DISTRICT

Santa Cruz Port District is an independent special district government responsible for the administration and operation of Santa Cruz Harbor, located 70 miles south of San Francisco and 35 miles north of Monterey. Santa Cruz Harbor provides permanent moorage for approximately 1,200 wet-berthed and 275 dry-stored vessels and offers both residents and visitors access to a variety of recreational and commercial opportunities.

### IDEAL CANDIDATE COMPETENCIES

- Professional Writing Experience – excellent spelling, grammar and punctuation.
- Technical Skills – knowledge of clerical procedures and use of computer systems and a variety of software programs.
- Communication Skills – strong verbal and written communication skills.
- Organization Skills – ability to meet deadlines and handle a variety of administrative tasks under pressure.

### EDUCATION AND EXPERIENCE

Any combination of education and experience, equivalent to:

- Three (3) years of progressively responsible administrative experience, preferably in a public agency;
- Degree in Business or Public Administration, or related field.

### COMPENSATION AND BENEFITS

The salary range for this position is **\$4,352 to \$5,832 per month**, depending on qualifications.

The Port District offers full benefits which include:

- **Retirement:** The District participates in the California Public Employees' Retirement System (CalPERS). Employees' tiered placement is dependent on status as a "classic" member or "new" member.
- **Medical/Dental/Life Insurance:** Employee and eligible dependents receive medical, dental, life and long-term disability insurance.
- **Paid Leaves:** 10 days of vacation accrual; 12 days of sick accrual; and 12 holidays per calendar year.

### HOW TO APPLY

To apply, submit:

1. A completed Santa Cruz Port District **Application**;
2. Responses to the **Supplemental Questions**;
3. A **Cover Letter** identifying your interest and the qualities you possess as a candidate;
4. Resume is optional.

*The required application, supplemental questions and complete job description are available on the Port District's website ([www.santacruzharbor.org](http://www.santacruzharbor.org)). Please do not FAX or email application documents.*

**APPLICATION DEADLINE: February 28, 2019, 5:00 PM**