



September 15, 2011

To: All Qualified Job Applicants
From: Office of the General Manager
Re: Recruitment for Executive Secretary

Job Seeker:

The Feather River Recreation and Park District is pleased to announce that we are actively recruiting for the position of Executive Secretary. Please refer to the job description to better understand the duties and obligations of the position, the required qualifications of an applicant and the salary/benefit package that comes with this employment offer.

Applicants are directed to visit the FRRPD main office to obtain further information as well as an applicant package.

The recruitment period will end September 30, 2011. Applications, cover letters, resumes and references are to be turned in to the District office by 5:00 p.m. on September 30, 2011. Please deliver your application package in a sealed envelope to the front office staff. The front office will have an application log that all applicants will sign as a confirmation of delivery.

Note: All FRRPD employees are screened via LIFESCAN at the Butte County Sheriff's office. This screening is a full Department of Justice background check. The cost of this screening will be paid by the applicant. Upon successful employment by the FRRPD, the applicant/employee will be reimbursed for this cost.

Thank you for considering FRRPD as a career choice and we look forward to meeting you!



Job Title: Executive Secretary, Full-time, Salaried Position

Salary Range: \$31,000 - \$37,500 per year and benefit package, including paid retirement (PERS)

Reports To: General Manager

Job Description:

- Assist the General Manager with daily administrative duties (i.e. filing, correspondence, etc.)
- Assistant Secretary (GM) to the Board of Directors
- Attend all Board of Directors and Committee meetings
- Responsible for the arrangement and set-up of all meetings
- Responsible for the production of all meeting agendas
- Responsible for the production of minutes for all Board and Committee meetings
- Assist any department when needed as directed by General Manager (i.e. front office staff, finance department, etc.)
- Responsible for researching grant opportunities
- Assist in the grant application process
- Assist in responding to requests for proposals (RFPs)
- Assist General Manager with public relations
- Assist in contract administration
- Monitor, understand and report on the District's technology usage
- Must be able to work flexible hours (i.e. evening Board meetings, weekend events, etc.)

Knowledge, Skills and Abilities:

- Minimum typing skills 50 wpm, prefer 64 wpm
- Proficient with Microsoft Office programs
- General computer proficiency required
- Must be able to learn other computer programs quickly and efficiently
- Strong organizational and administrative skills
- Excellent written and oral communication skills
- Knowledge of general accounting practices (i.e. accounts payable) preferred
- Ability to work with and for people of various personality types

Education and Experience:

- AA Degree required, BA/BS preferred
- Minimum 5 years secretarial experience

Note: We comply with ADA and consider reasonable accommodation measures that may be necessary for eligible applicants and employees to perform essential function. Hire may be subject to passing a medical examination and skill and agility test.

EMPLOYMENT REFERENCES:

CURRENT OR MOST RECENT EMPLOYER

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Company/Employer:	City	State	Phone Number		
Are you currently working for this employer?	Yes	No	If yes, may we contact them?	Yes	No
Date Employed:	From: _____	To: _____	Job Title: _____		
Duties: _____					
Salary: _____	Reason for Leaving: _____				

SECOND MOST RECENT EMPLOYER:

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Company/Employer:	City	State	Phone Number		
Are you currently working for this employer?	Yes	No	If yes, may we contact them?	Yes	No
Date Employed:	From: _____	To: _____	Job Title: _____		
Duties: _____					
Salary: _____	Reason for Leaving: _____				

THIRD MOST RECENT EMPLOYER:

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Company/Employer:	City	State	Phone Number		
Are you currently working for this employer?	Yes	No	If yes, may we contact them?	Yes	No
Date Employed:	From: _____	To: _____	Job Title: _____		
Duties: _____					
Salary: _____	Reason for Leaving: _____				

You may attach an additional sheet to include any other related experience.

AFFIDAVIT

I certify that the answers given by me to the foregoing questions and statements are true and correct without consequential omissions of any kind. I authorize employers, companies, schools, or persons named above to give any information regarding my employment, character, and qualifications. I hereby release said employers, companies, schools, or persons from all liability for any damage for issuing this information. I understand and agree that any misleading or incorrect statements or omissions may render this application void, and if employed, I agree this could be cause for termination. As an applicant for employment with the Feather river Recreation and Park District, I understand that I must comply with the Employee Fingerprinting Policy, submit to a pre-employment physical/drug examination as directed by the District, and complete a criminal background questionnaire. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without previous notice.

Signature: _____