

**EMPLOYMENT**



**OPPORTUNITY**

**PORT SAN LUIS HARBOR DISTRICT**  
**EXECUTIVE ASSISTANT / CLERK OF THE BOARD**

Number of Positions to Be Filled: (1)

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Opening date: **November 17, 2023**

**Full time, benefited position**

Salary range: \$5,300 to \$6,770 per month. (FLSA Status: Non-exempt)

Benefits include PERS retirement (New members: 2% @ 62; Current members: 2.7% @ 55), Social Security, paid vacation; Cafeteria plan for health, dental, vision and life insurance.

**Filing deadline: Friday, December 15, 2023 - 4:30 p.m.**

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**TYPE OF WORK:**

Under direction of the Harbor Director and with a minimum of supervision, performs a variety of highly responsible, confidential, and complex administrative duties in support of management and elected officials. Plans, organizes, and oversees the activities, services and operations of the Clerk of the Board function, including coordination of Board agenda, minutes, notices, actions, ordinances and resolutions, maintaining official District documents and records. Provides information and assistance to the public regarding Harbor District policies and procedures, provides assistance to the reception desk, and coordinates overall District office support functions. Manages Harbor Commission meeting scheduling and set up, and attends meetings to record minutes. Assists in workers compensation, insurance compliance, and special events. Independently prepares reports and general correspondence and performs related work as assigned.

**TYPICAL DUTIES PERFORMED:**

Duties may include, but are not limited to, the following:

- Acts as administrative assistant to the Harbor Director and other District managers. Coordinates the overall office support functions and activities of the District. Performs a full range of administrative tasks and duties as assigned and provides support to management and staff.
- Screens calls, visitors, and mail, assisting the Harbor Director in prioritizing requests and referring or responding to inquiries and resolving problems. Interprets District policies, rules, and regulations in response to inquiries from the public and other staff.
- Attends and takes minutes at public meetings, often in the evenings, ensuring accurate minutes of meetings are taken and approved.
- Prepares and maintains District records; coordinates and maintains current status of all District written communications, and official actions of the District.
- Prepares a large volume of documents to meet deadlines with accurate compilation and production. Prepares, proofs, and edits general and technical letters, memoranda, and reports from notes or with minimal directions. Reviews documents for completeness, accuracy, format, and compliance with policies and procedures.

- Maintains appointment schedules and calendars for management and Commissioners, makes travel arrangements, and arranges meetings and conferences.
- Administers the District's Conflict of Interest Code and responses to Public Records requests.
- Coordinates special projects and activities as assigned.
- Initiates and maintains a variety of files and records. Manages complex filing systems and ensures accurate filing procedures. Oversees record management program, takes and prepares inventory of records, enters and retrieves records from on-site or off-site facilities.
- Suggests improvements in use of equipment, forms, and office processes. Assists in implementing new policies and procedures.
- Researches and compiles a variety of information from sources both inside and outside of agency, summarizes information as directed.

## **EMPLOYMENT STANDARDS:**

### **Knowledge Of:**

- Principles of office administrative techniques and general office procedures.
- Excellent English usage, spelling, grammar, punctuation and composition.
- Principles and practices of record management, including record retention policies and laws and electronic file management systems.
- District government organization, functions, policies, rules, and regulations; and public relations.

### **Ability To:**

- Provide responsible and sometimes challenging administrative support involving the use of independent judgment and personal initiative. Understand the operations of the District as necessary to assume assigned duties.
- Record, summarize and maintain custody of the official, complex, and extensive records of public agency Board meetings.
- Accurately type and enter data at a speed for successful job performance. Communicate both verbally and in writing clearly and concisely.
- Provide varied, complex, highly sensitive and often confidential administrative support to District Management.
- Interpret and apply administrative and departmental policies, rules and procedures.
- Exercise initiative in working independently in a fast-paced environment, prioritizing workload to meet strict deadlines.
- Establish effective working relationships with publicly elected officials, all levels of District staff, external public agencies, and the general public.
- Effectively handle multiple priorities, meet deadlines, identify problem areas and recommend solutions.

### **Minimum Qualifications:**

A combination of education, training and experience which has led to the acquisition of the required knowledge, skills and abilities. The required knowledge skills and abilities can be obtained by the equivalent of the completion of high school and four years of increasingly responsible advanced clerical or administrative support experience (with at least one year at the secretarial/administrative support level). Advanced working knowledge of Microsoft Office suite or other related computer system applications. Ability to work well with all levels of District management and staff, as well as customers and vendors.

**Desirable Qualifications:** Experience in a public agency is preferred. Possession of or ability to obtain a notary public commission. Certified Municipal Clerk certificate or Special District Board Secretary/Clerk certificate.

**Physical Abilities:** Hearing and speaking sufficient to exchange information in person or on the telephone; close vision and the ability to adjust focus sufficient to read computer screens and printed documents; using hands and fingers in extensive use of personal computer and to operate standard office equipment; sitting or standing for prolonged periods of time; and mental capability for reading and interpreting data, performing highly detailed work on multiple concurrent tasks and working under pressure of deadlines; occasional lifting of 25 pounds, walking, some bending and stooping, squatting, and periods of standing.

**Hazards:** Works in indoor office conditions; may work outside on an infrequent basis or on a regular basis for a short period of time and may require driving to different locations.

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**SELECTION PROCEDURE:**

Applications received by the filing date will be reviewed for accuracy, completeness & job-related qualifications. A limited number of persons whose applications clearly demonstrate they most closely meet the requirements will be invited to participate in the selection process. Appointment is subject to successfully passing a medical exam including a drug test and a background check. Before starting work, applicants must present documentation of their identity, authorization to work in the U.S., and valid Driver’s License.

**APPLICATION PROCESS:**

Applications are available for pick-up at the Harbor Office, 3950 Avila Beach Drive, Port San Luis, CA. [this is not a valid mailing address] from Mon.-Fri. 8:00-12:00 – 1:00-4:30 or can be downloaded from the **Employment Section** at: [www.portsanluis.com](http://www.portsanluis.com). NO PHONE CALLS PLEASE. Applications must be complete and received in the Harbor Office prior to the filing deadline. Mail to P.O. Box 249, Avila Beach, CA 93424 or email completed application to [careers@portsanluis.com](mailto:careers@portsanluis.com) (preferred). POSTMARKS OR FAXES ARE NOT ACCEPTED. *Resumes will not be accepted in lieu of a completed application*, but may be attached. All statements made on the application are subject to verification; false statements will be cause for disqualification or discharge. An equal opportunity employer.



Interview Process:

The most qualified applicants will be invited to take a written examination consisting of the following information:

- Special Districts
- Brown Act and Brown Act Compliance
- Secretarial Skills
- Customer Service Skills

Oral interviews are tentatively scheduled for **December 18 - 22, 2023** with a start date anticipated to be early 2024.

*The provisions of this bulletin do not constitute a contract expressed or implied and may be revoked without notice.  
PSLHD is an EEO employer.*