



**Pleasant Hill Recreation & Park District
Administrative Assistant – Administration Services
JOB ANNOUNCEMENT**

Pleasant Hill Recreation & Park District is pleased to announce an opening for a full-time *Administrative Assistant – Administration Services* position, for immediate hire.

POSITION SUMMARY

Under the direction of the Administrative Services Manager, the Administrative Assistant – Administration Services provides outstanding customer service, supports accounts payable processes, and assists in the operation administration related to District events, classes, sports leagues, and rentals. For a full list of essential duties and responsibilities, please view the full job description.

Job Type: In-person position, Full-Time/Non-Exempt

Salary: \$5,243-\$6,437 (DOE)

Annual salary adjustment opportunities for employees who meet annual performance targets

Benefits:

Pleasant Hill Recreation & Park District offers an attractive salary compensation and a robust benefits package in a professional, fun, and inclusive environment. View full benefit package here: https://bit.ly/PHRecBenefits_2022

Work Schedule

The Administrative Assistant is required to work in-person at the District Administrative office from 9:00 am through 5:00 pm, Monday through Friday unless otherwise scheduled.

IDEAL CANDIDATE

The ideal candidate is personable, upbeat, and a highly effective communicator (in-person, via phone and email) with outstanding active listening, problem-solving, and conflict resolutions skills. The top candidate is a successful collaborator and is comfortable interacting with all members of the public. A healthy sense of humor and positive attitude are always welcome attributes.

Desired Qualifications

The top candidate will have the ability to:

- Communicate and collaborate effectively by phone, email, and in-person with members of the public and with co-workers, speaking clearly and persuasively, active listening without interrupting, asking questions to seek a better understanding and focusing on problem resolution.

- Maintain a professional demeanor by approaching others in a tactful manner, reacting well under pressure, keeping emotions under control during times of conflict, and treating all with respect and consideration.
- Demonstrate accuracy and thoroughness in assigned tasks and look for ways to improve and promote quality.
- Write clearly and informatively in a professional manner.
- Develop a positive, welcoming, and inclusive office environment for customers and staff.
- Establish positive working relationships with customers and staff.
- Balance customer service, administration duties and account payable responsibilities.
- Treat all with respect and equality.

Minimum Qualifications

Education & Experience

Graduation from a high school or equivalent and four years recent full-time paid secretarial experience and/or training; or equivalent combination of education and experience.

Computer Skills

To perform this job successfully, an individual should have the following technology skills: Advanced proficiency in Microsoft Office products (Word, Excel, Outlook), Microsoft 365.

Proficient in typing (by-touch), 10-key and data entry

Licenses, Certificates and Special Requirements

Valid California Class C Driver's License with a good driving record. Certificate of current Automobile insurance.

APPLICATION PROCESS

Submit resume and [District application](#) to:

Chris Petlock, Administrative Services Manager

Email to: cpetlock@pleasanthillrec.com

Mail/In-Person: Pleasant Hill Recreation & Park District, 147 Gregory Lane, Pleasant Hill, CA 94523

The most qualified applicants, as determined by initial screening of applications, will be invited to participate in an interview process.

Questions? Contact Chris Petlock at (925) 682-0896 Ext. 621

APPLICATION DEADLINE: September 22, 2023 at 9:00 am

EQUAL OPPORTUNITY EMPLOYER

Pleasant Hill Recreation & Park District (PHRPD) is an Equal Opportunity Employer. It is the policy of PHRPD to provide equal employment opportunities for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (cancer and genetic characteristics), genetic information, or denial of medical and family care leave, or any other non-job-related factors.

REASONABLE ACCOMMODATIONS

Pleasant Hill Recreation & Park District is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the applications or selection process may contact the Human Resources Department at 925-682-0896 in advance to make accommodation requests.

Learn more about Pleasant Hill Recreation & Park District at www.pleasanthillrec.com or follow us on Facebook and Instagram **@pleasanthillrec**