



## EMPLOYMENT OPPORTUNITY

**Job Title: Administrative Manager**

**Department: Plumas Eureka Community  
Services District**

**Reports to: General Manager & District Fire Chief**

**Effective Date: 5/10/2023**

### **Job Summary:**

The Administrative Manager provides high-level clerical support to the General Manager and District Fire Chief performing a variety of secretarial duties and skilled tasks that may include preparing reports, conducting research, and collecting data. Acts as Clerk to the Board of Directors

### **Supervisory Responsibilities:**

- Oversees the daily workflow of the district office.
- Performs other related duties as assigned.

### **Duties/Responsibilities:**

1. Serves as secretary to the General Manager and District Fire Chief; attends to administrative detail on matters assigned by the General Manager and the District Fire Chief.
2. Prepares agendas and attends meetings of the Board of Directors; transcribes and edits minutes.
3. Gives information to organizations, employees, customers and the general public regarding District matters.
4. Prepares correspondence and maintains files on official actions of the Board, General Manager, and the Fire Chief.
5. Acts as the District Bookkeeper, being responsible for District utility billing, depositing, withdrawing, transferring funds. Maintains efficient fiscal practices and arranges for the procurement of District goods and supplies.
6. Webmaster for the District's website. Responsible for the format and content of the website and ensures continued compliance with state laws, provides the public access to Board agendas,

minutes, reports, publications, other material relevant to the Board's activities, along with information about the district, emergency preparations, and important events.

**Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Able to work independently or work from general direction.
- Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.

**Education and Experience:**

- Must have working-level knowledge of the English language, including reading, writing, and speaking English.
- Must have high school diploma or GED equivalent.
- Valid California driver's license required.
- Must be proficient with Microsoft Office Suite, including PowerPoint, Excel and Word and have the ability to use the computer techniques of business letter, report writing and email communication. Experience using specialized accounting software, including QuickBooks required.
- Must possess two (2) years of increasingly responsible clerical and secretarial experience, and in keeping or reviewing accounting or fiscal records (nine (9) semester units of accounting may be substituted for one year of experience up to a maximum of one (1) year).

**Physical Requirements:**

Prolonged periods of sitting at a desk and working on a computer.

Must be able to lift up to 15 pounds at times.

**Tools and/or Equipment**

Keyboard/Computer Continuous (67-100%)

Office Equipment Continuous (67-100%)

Telephone Continuous (67-100%)

**Career Rewards:**

Pay: \$37,678-\$45,752 (pay is dependent on experience)

Benefits: Full medical including vision and dental

Retirement: CalPERS PEPRA 2% @55

An application for this position can be found at [www.pecsd.org](http://www.pecsd.org) or pick up an application in person at the PECSD office at 200 Lundy Lane, Blairsden, CA 96103

Submit applications and resumes to Jamar Tate, General Manager at [jtate@digitalpath.net](mailto:jtate@digitalpath.net) or dropped off at the PECSD office.