



# Administrative/Office Manager

The San Dieguito River Park Joint Powers Authority (JPA) is soliciting qualified candidates for the position of Administrative/Office Manager. The position is a 40 hour per week position under the direction of the JPA's Executive Director.

## Salary:

\$22.40 - \$30.56  
\$46,592.00 - \$63,564.80

## Position Description:

### DEFINITION

Under direction and supervision of the Executive Director, performs a variety of responsible and complex administrative, accounting, and office support functions and responsible for the general operation of the office.

### DISTINGUISHING CHARACTERISTICS

This is a full-time position in an office of 12 employees of the San Dieguito River Park Joint Powers Authority (SDRP JPA). The position entails a variety of complex, responsible administrative and accounting duties that requires a thorough knowledge of office management and support with a significant degree of independence. Requires a high level of organization and personal communication skills, knowledge of accounting procedures, and ability to interact and work cooperatively with staff and the public.

Unique position with direct interface with the Executive Director, park rangers and other professional staff, and JPA board members. Expectations include a high degree of professionalism, ability to maintain confidential information, respect for and implementation of the SDRP JPA mission, ability to follow direction and perform in a responsible manner and be accountable for results.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction and general supervision from the Executive Director and plays an essential support role for all JPA staff as necessary.

During the initial period of employment, the employee will work alongside the current Office Manager to ensure a smooth transition.

### **Essential Duties and Responsibilities:**

#### Office Management:

- opens office in the morning
- receives and fields incoming telephone calls and visitors; responds to inquiries, provides information regarding SDRP programs, policies and procedures; refers callers and visitors to appropriate staff for specific projects and concerns
- orders and maintains office supplies
- assists with special projects (as needed)
- ensures office is clean and professional in appearance
- manages office maintenance including janitorial service and other maintenance services
- may provide assistance with department software operation and troubleshooting
- administer telephone system, google accounts, iCloud, WordPress website

#### General Accounting:

- Interfaces with County of San Diego Auditor and Controller and HR department staff on JPA accounting matters including check requests, claims, deposits, personnel and auditor requested documents, etc.
- processes all invoices and expenditures for projects and office needs, and monitors budget balances
- tracks staff expenditures for labor, equipment and materials to operations budget or public and private grants
- maintains the Park's internal QuickBooks accounting system to enter budgets, create invoices, record payments and create reports
- tracks public and private grant accounting and submits records as required
- provides support to Executive Director preparing annual budgets and tracks donations, foundation balances, prepares reports
- prepares and processes annual invoices and audit reports to JPA member agencies
- prepares State Worker's Compensation calculations and payment
- maintains and balances Petty Cash

#### Clerical:

- assembles JPA and CAC agenda packets under direction of Executive Director; distributes agenda through email; disseminates information to interested parties
- schedules and attends monthly JPA Board of Directors and Citizen Advisory Committee (CAC) meetings; takes notes and transcribes minutes for approval by the Executive Director
- sets up JPA and CAC meetings - room reservations, arranging for equipment usage, room set up
- schedules other meetings as needed
- maintains general office database and organizes, maintains and updates a variety of

- departmental files, records and databases on a variety of subjects
- may work with JPA general counsel on personnel matters and new hire orientation
  - prepares and sends acknowledgment letters to Park contributors
  - arranges and organizes outgoing Boardmember appreciation gifts
  - maintains rosters of JPA and CAC members
  - general support of River Park Staff
  - weekly backup of QuickBooks and desktop computer
  - maintains personnel files
  - verifies accuracy and processes employee time sheets
  - prepares staff meeting agendas
  - responsible for form 700; update website information and submit forms
  - maintains records of policies, resolutions, agreements, and permits
  - interacts with insurance company regarding premiums, coverage and claims

Other Duties:

- May assist Interpretive Ranger with organizing occasional special events (two per year on average) including advertising, reserving equipment, refreshments, handout materials and facilitating set-up.

## **Minimum Qualifications**

### **EDUCATION AND/OR EXPERIENCE**

High School Diploma or equivalent; and three (3) years of office or administrative support experience.

Direct working experience in a government agency setting OR experience working with government contracts and procedures.

### **KNOWLEDGE, SKILLS & ABILITIES**

#### **Knowledge of:**

- Basic principles and practices of budget administration and accounting
- Principles and procedures of record keeping and reporting
- Principles and procedures of work organization and office management

#### **Ability to:**

- Operate standard office equipment with proficiency including a personal computer and related software (Word, Excel, Adobe, QuickBooks, etc.)
- Explain and answer questions from the public regarding SDRP trails or other park-related policies and procedures or obtain assistance from appropriate staff members
- Establish and maintain courteous, cooperative, and effective working relationships with those encountered in the course of work

- Maintain professionalism, courtesy and composure at all times,
- Plan, organize, and prioritize projects and tasks in order to meet strict deadlines
- Prepare and maintain accurate and precise written documents such as reports, records, forms and correspondence
- Communicate clearly and concisely, orally and in writing; understand and follow oral and written instructions
- Use proper English, spelling, grammar and punctuation
- Perform basic arithmetic computations with accuracy and speed
- Evaluate situations, identify problems, and exercise sound judgment within established guidelines

### **Desirable Traits:**

Effective communicator, personable, organized, positive attitude, values and respects others, responds positively to teamwork and collaboration, enjoys learning and responds well to change, demonstrates ethical behavior, and embraces the mission of the San Dieguito River Park.

### **LICENSES AND/OR CERTIFICATES**

Possession of a valid California Class C driver's license and an acceptable driving record.

### **SPECIAL REQUIREMENTS**

Satisfactory results from a background investigation and administrative screening.

May on occasion be required to work outside of regular work hours for an SDRP special event (e.g. weekends).

### **WORKING CONDITIONS & PHYSICAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and sit; talk or hear both in person and by telephone; use hands to finger, handle, feel or operate equipment needed to carry out duties of the position; and reach with hands and arms. The employee frequently stands or walks, and lifts and moves records and documents or objects weighing up to 50 pounds alone, and up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

The employee is regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve

problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks; meet intensive and changing deadlines and interact with JPA and County staff, officials, vendors, contractors, and the public.

The employee typically works in office conditions; the noise level is frequently quiet or moderately quiet, at or below 50 decibels.

## **APPLICATION PROCEDURE AND FILING DEADLINE**

Candidates must provide a cover letter and detailed resume by 5:00 p.m., August 20, 2021. Resumes should include a description and dates of positions held, highest salary at each position and reason for leaving. A list of three references with contact information shall be provided. Application materials should be sent via email or U.S. Mail to: Brenda Miller, Brenda@sdrp.org San Dieguito River Park JPA, 18372 Sycamore Creek Road, Escondido, CA 92025.

## **SELECTION PROCESS AND TIMEFRAME**

All submitted materials will be reviewed by the JPA's Executive Director and Office Manager, and the most qualified candidates will be invited for preliminary interviews before a selection panel. Finalist interviews may also be conducted. The Executive Director will make the final selection by August or September 2021.

## **COMPENSATION AND BENEFITS**

The salary range is an hourly rate of \$22.40 to \$30.56 (\$46,592.00 - \$63,564.80) commensurate with the candidate's level of experience and qualifications. Salary increases are based solely on merit as reflected in annual employee evaluations given by the Executive Director dependent on JPA Board budget approvals. Each new employee is on probationary status for the first six months.

The position will earn vacation, sick leave, and holidays in accordance with the County of San Diego's benefit program. Group Health, Long Term Disability, Workers Compensation, Life Insurance and Unemployment Insurance benefits are provided. Retirement benefits are received through the County Employees Retirement Association.

## **The San Dieguito River Park Joint Powers Authority:**

The San Dieguito River Park Joint Powers Authority (JPA) is a local, independent, governmental agency created in 1989 by six public agencies: the cities of Del Mar,

Escondido, Poway, San Diego, and Solana Beach, and the County of San Diego. The JPA is governed by a nine-member Board of Directors, one each from the cities of Del Mar, Escondido, Poway, and Solana Beach, two each from the City and County of San Diego, and the chair of the Citizens Advisory Committee. A representative of the 22nd District Agricultural Association serves as an ex-officio non-voting Board member.

The JPA is a unique multi-jurisdictional public agency designed to help create and maintain an open space park within the San Dieguito River Valley that extends from Volcan Mountain near Julian to the beach in Del Mar, a length of over 55 miles in partnership with other public and private entities. The overarching goal of this collaborative effort is to create a regional open space greenbelt and park system that protects the waterways and natural and cultural resources, and to provide a coordinated system of preserved lands with a connecting corridor of walking, equestrian, and bicycle trails. The SDRP's main recreational feature is called the Coast to Crest Trail, a planned 71-mile long multi-use regional trail from the coast in Del Mar to the crest at Volcan Mountain, 49 miles of which is complete.

The JPA owns and manages over 3,000 acres of land and over 60 miles of public trails within the San Dieguito River Park. The JPA also owns and operates park assets such as its office headquarters in San Pasqual Valley, a coastal ranger station, the Lake Hodges Pedestrian/Bicycle Bridge, Sikes Adobe Historic Farmhouse, and numerous other recreational features. In addition to its park services and trails system, the JPA is the long-term land manager for several hundred acres of restored wetlands at the San Dieguito Lagoon as well as for numerous Habitat Management Areas.

Please refer to the [JPA website](#) for more detailed information about the San Dieguito River Park.