



# Coachella Valley Public Cemetery District

## Recruitment Bulletin

### ADMINISTRATIVE ASSISTANT

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July 2023

FLSA Status: Non-Exempt

Range: 28

Hourly: \$26.28 to \$31.94

Monthly: \$4,554.00 to \$5,536.00

Yearly: \$54,653.00 to \$66,431.00

Do you have a knack for organization and detail, and enjoy juggling multiple projects at once? Would you enjoy a role where you can combine your administrative and organizational skills with your interest in supporting public services? Do you want to be a key part of a team that is dedicated to ensuring smooth operations while upholding high standards of service and efficiency? The Coachella Valley Public Cemetery District is looking to hire one (1) part-time, temporary Administrative Assistant for the General Manager to assist on a one-year project.

This position reports to the General Manager, performs a variety of administrative support duties in the daily operations of the District office, and in assistance to management and operational staff; enters data and composes and prepares a variety of correspondence, records and documents; provides information on District policies and procedures to the public and staff; assists with budgets, contracts, research projects, and special programs; maintains cemetery records; prepares documents to secure necessary authorizations or permits; gathers and files placement documents; performs other duties as assigned.

#### **The ideal candidate will:**

- Possess a strong administrative background, with at least three years of clerical and support experience in a professional setting.
- Demonstrate excellent communication skills, both written and verbal, to effectively engage with the public, staff, and vendors.
- Exhibit organizational expertise, balancing multiple tasks and priorities while ensuring attention to detail and meeting deadlines.
- Have a keen understanding of customer service and a commitment to addressing public inquiries and concerns with professionalism and care.
- Be skilled in document preparation, with the ability to draft, proofread, and edit reports, correspondence, and other materials with precision.
- Show a proactive approach to problem-solving, able to resolve issues independently while following established procedures and guidelines.

- Have a collaborative mindset, working seamlessly with the General Manager, staff, and external agencies to support district operations.
- Exhibit strong project management abilities, including coordinating tasks, managing deadlines, and ensuring project completion.
- Be tech-savvy, proficient in using office software and standard office equipment, while quickly adapting to new technology when needed.
- Have a deep respect for confidentiality, handling sensitive information and District records with the utmost care and integrity.
- Be flexible and adaptable, willing to take on new tasks as assigned and provide support in a variety of operational areas as needed.

### **CORE COMPETENCIES**

- Accountability - Accepts responsibility for themselves.
- Attention to Detail - Achieves thoroughness and accuracy when accomplishing a task.
- Change Resiliency - Quickly and effectively understands and adjusts to new roles, challenges, and changes in their work environment and in the jobs.
- Communication - Effectively conveys and exchanges thoughts, options, or information verbally or in writing.
- Customer Service - Maintains ongoing client relationships.
- Inclusiveness - Respects and values working in a diverse environment.
- Interpersonal Relations and Skills - Builds relationships based on mutual trust and respect.
- Results Orientation/Execution - Manages time and priorities effectively.
- Teamwork - Works collaboratively with the team to achieve goals.
- Time Management/Organization - Plans and executes plans for events, tasks, or processes in an efficient manner.

This recruitment is for one (1) part-time/temporary (1 year) vacancy.

### **ESSENTIAL DUTIES:**

- Screens calls, visitors, and incoming mail; responds to questions, complaints and requests for maintenance from the public and vendors who come to, or contact, the Cemetery Office; provides information to the public, by phone or in person; listens to questions and interprets and applies regulations, policies, procedures, systems, rules, and precedents according to existing guidelines; responds to staff inquiries and complaints; refers parties to the appropriate District and department source; coordinates or resolves problems of a moderate nature when appropriate.
- Assists the General Manager with meetings and Committee Meetings as needed; schedules travel arrangements for the General Manager; prepares and processes reports, forms, and records.
- Performs various record keeping tasks such as procurement and contract processing and recording, maintaining personnel files, and handling other sensitive District documents.

- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies District and program policies and procedures in determining completeness of applications, records, and files.
- Composes, drafts, edits, and proofreads a variety of complex documents, including forms, memos, administrative, statistical, financial, and staff reports, and correspondence for District and department staff from rough draft, handwritten copy, verbal instructions, or from other material using a computer; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections; provides administrative support to District staff by assisting with duties related to assigned operations.
- Assists and administers District projects and/or programs as assigned by management staff; provides support in a variety of research and department related activities and projects; coordinates Special Programs at cemetery sites.
- Organizes and carries out administrative assignments; gathers, compiles, and organizes information and data from various sources on a variety of specialized topics related to District services and programs; reviews and tabulates standard mathematical and statistical data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Serves as liaison between the General Manager and other staff or the public, organizing and implementing activities, resolutions and information.
- Maintains calendars and schedules; coordinates meetings, seminars, conference registration, and training sessions for the General Manager; acts as meeting secretary including preparing agendas and informational packets, setting up the room, and taking and transcribing notes or minutes.
- Drafts newsletter keeps District literature up to date (brochures, price lists, maps, lists of mortuaries and marker companies, on-call emergency schedule, etc.), updates website with current events, news and services, and assist with social media postings.
- Monitors and orders office and other related supplies; prepares, processes, and tracks purchase requisitions for services and materials; receives vendor invoices; prepares request for payment for District and department head approval.
- Coordinates and integrates District and department services and activities with external organizations, entities and agencies.
- Operates a variety of standard office equipment, including computer hardware and software applications, copiers, postage meters, and multi-line telephones.
- Assist the General Manager with the completion of errands, processing District mail and correspondence, and other off-site activities as needed.

#### **OTHER DUTIES:**

- Performs related duties as assigned.

#### **QUALIFICATIONS:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Education:**

High school diploma, or GED equivalent.

**Experience:**

Three (3) years of clerical and administrative support work experience.

**Knowledge of:**

- Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development.
- Relevant federal, State, and local laws, rules, ordinances, codes, and legislative processes controlling District functions, programs, and operations.
- Organization, operation, and problems of special districts.
- Principles of management, leadership, supervision, and training.
- Principles and practices of planning and managing the District's financial, budgeting, and long-range strategic planning.
- Computer applications related to work.
- Safe work methods and safety regulations.

**Ability to:**

- Organize and direct the work of staff to achieve efficient operation and meet strategic and program goals.
- Prepare and administer a District budgeting and fiscal control process.
- Collect, organize, and analyze data on a variety of topics.
- Prepare concise and comprehensive reports.
- Communicate well during public presentations.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Evaluate and make recommendations on improvements to existing District operations, programs, and services.
- Exercise sound independent judgment.
- Develop and implement work standards, policies and procedures.
- Coordinate multiple projects and meet critical deadlines.
- Effectively represent the District's policies, programs, and services with individual citizens, community groups and other government organizations.
- Interpret and explain District policies and procedures.
- Provide excellent customer service and resolve public concerns and complaints.
- Skillfully and safely operate a motor vehicle when required in the course of performing work duties.
- Establish and maintain excellent working relationships with District staff and Board, and the general public.
- Operate a computer and related software.

**WORKING CONDITIONS:****Work Environment:**

- Standard indoor office setting, with the use of standard office equipment, including a computer with normal levels of noise characteristic of an office.

Physical Demands:

- Ability to read and revise materials both in print and on a computer screen.
- Ability to communicate with coworkers and customers both in person and over the telephone.