

JOB OPENING

OFFICE ADMINISTRATOR – GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT

APPLICATION CLOSING DATE: FEBRUARY 24, 2022 @ 5:00PM

Are you interested collaborating with a motivated team with an opportunity to learn and apply your skills and experience? Do you have the required qualifications and are looking to apply your knowledge? If so, Gold Mountain Community Services District (GMCS D), is interested in you!

The Gold Mountain Community Services District is seeking a qualified candidate for our team to fill the position of Office Administrator. We are offering competitive compensation that is dependent on candidate skills and experience. Reporting to the District's General Manager, the Office Administrator position is part-time consisting of approximately 4-6 hours per day, 4 to 5 days per week and is in Portola, Ca.

The right candidate will have the ability to expand their skill set and knowledge while connecting and interacting with the public and governmental and industry professionals.

Qualifications:

Candidates must possess at a minimum, a high school diploma, or the equivalency, and have at least one (1) year of related office experience and demonstrated proficiency in MS Word, MS Excel. Experience in QuickBooks and MS PowerPoint is desired. Applicant must have strong time-management skills and multitasking ability, and excellent writing and communication skills to interact with a variety of people including District personnel and the public. Candidate must be able to work independently and exercise good judgment. Possession of a California driver's license and a satisfactory driving record is required.

If you have directly related education, skills and experience and are interested in this position, you should view the job description and obtain an application by doing one of the following: Visiting the district website at <https://gmcsd.specialdistrict.org/>: by emailing info.gmcsd@gmail.com: or by calling (530) 832-5945.

A completed employment application, resume and cover letter should then be mailed to: GM CSD, P.O. Box 5, Clio, California 96106, Attention: Selection Committee. Applications for this position will be accepted beginning immediately and will close on **February 24, 2022, at 5:00pm**. Only thoroughly completed applications will be accepted. The Gold Mountain CSD is an equal opportunity employer.

Offer of employment is contingent upon passing a physical examination and a drug screening test in compliance of the district policy of a drug-free workplace.