

Feather River Air Quality Management District



EMPLOYMENT OPPORTUNITY ADMINISTRATIVE SERVICES OFFICER

Filing Date: OPEN UNTIL FILLED

*First Review of Applications Scheduled for:
October 8, 2020*

ASO: \$6,158 - \$7,862/month

Merit based 5% longevity increases at 12 years and 20 years of
District service and outstanding benefits.

The Feather River Air Quality Management District is conducting recruitment for a full-time Administrative Services Officer (ASO) to join our Management Team.

THE POSITION: This class is an exempt position that works under general direction of the Air Pollution Control Officer. This position is the primary administrative supervisor for District operations, with responsibility for all accounting, budgeting, administrative, Clerk of the Board activities and human resources. This class serves as an integral member of the District management team, with responsibility for developing and implementing policy and procedures and overseeing the work of office administrative support staff (2).

MINIMUM QUALIFICATIONS: Equivalent to graduation from a four-year college or university with major coursework in business or public administration, accounting public policy or a related field and two years of professional experience in public administration. Integral knowledge of Quick Books accounting software system. Additional experience as defined above may be substituted for the required education on a year-for-year basis. Applicants with relevant public agency experience are strongly encouraged to apply.

OTHER REQUIREMENTS: Must possess, or be able to obtain prior to employment, a valid California class C driver's license and have a satisfactory driving record. The successful candidate must possess mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

HOW TO APPLY: Eligible applicants shall submit the Supplemental Questionnaire along with a Resume and/or FRAQMD Job Application no later than the first review date. Resumes and/or FRAQMD Job Applications submitted without responses to the Supplemental Questionnaire must be rejected as being incomplete. FRAQMD Job Applications shall be required prior to interviews. Additionally, official college transcripts shall be required prior to appointment. Applications may be obtained on-line at www.fraqmd.org and may be mailed, e-mailed, or put in the drop-box at:

Feather River Air Quality Management District
541 Washington Avenue
Yuba City, CA 95991
530-634-7659 Email: – fracmd@fracmd.org

SELECTION PROCEDURE: Applications will be reviewed for the most qualified applicants and will be referred to a screening committee. Those candidates with the most directly related experience, education and training may be invited to a written performance and/or oral examination. The most outstanding candidates will be referred for a final interview(s). Investigation of employment history and references may be conducted prior to appointment.

Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination and drug screen (depending upon position applied for); satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position.

BENEFITS AND WORKING CONDITIONS:

PERSONNEL SYSTEM: FRAQMD has a merit-based personnel system that provides for promotion and advancement.

SALARY: FRAQMD has a 6-step salary plan for regular employees. Merit based Longevity of 5% paid after (12) and (20) years of continuous service. Part-time and extra help employees are paid on an hourly basis. The District does not participate in Social Security.

VACATION: Twelve days per year through 4.99 years of employment; 16 days through 9.99 years; 18 days through 14.99 years; 20 days through 19.99 years; 24 days after 20 years (pro-rated for part time employees)

HOLIDAYS: Thirteen paid holidays including 3 floating holidays (pro-rated for part time employees).

SICK LEAVE: Accrues at the rate of 12 days per year and can be used for illness, medical appointments, and bereavement leave (pro-rated for part time employees).

HEALTH PLAN: Medical (CalPERS), dental (Delta), vision coverage (VSP) is available for employees and dependents.

DEFERRED COMPENSATION: The district offers a voluntary Deferred Compensation Plan that will match up to \$50.00 per month for participating employees.

RETIREMENT: District employees are members of the California Public Employees' Retirement System CalPERS retirement. Calculations will vary based on legal requirements.

EQUAL EMPLOYMENT OPPORTUNITY:

Each applicant will be considered without regard to race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, or any other consideration required by federal, state or local laws.

Note: Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.