



WE ARE NOW HIRING!

DIRECTOR OF ADMINISTRATIVE SERVICES

HUMBOLDT BAY HARBOR, RECREATION, AND CONSERVATION DISTRICT

- Join the dynamic team at the Harbor District.
- Interface with the public and dive into a diverse array of tasks supporting Harbor District programs and projects.
- Supervise the administrative details of the Harbor District office; perform accounting, bookkeeping, and billing duties; and act as Clerk of the Board.

Compensation:

Includes full-time salaried compensation (\$50,000-\$68,000). Plus benefits: medical, dental, vision, and life insurance; sick leave, paid holidays, CalPERS retirement; and 457 Plan participation.

**Please submit letter of interest and resume by
April 23, 2018, 5 p.m.**

Position information is available at www.humboldt-bay.org/jobs. To apply for position, please send resume and letter of interest to Executive Director (loetkere@humboldt-bay.org) or mail to 601 Startare Drive, Eureka, CA 95501.

DIRECTOR OF ADMINISTRATIVE SERVICES

Scope of Work

Definition of Duties:

Under the direction of Executive Director, Director of Administrative Services shall supervise the administrative details of the Harbor District office and its staff, shall perform accounting and keeping of financial and statistical records, maintain lease and permit records, review agreements for compliance, perform clerical and stenographic work and preparation of and maintenance of records and minutes of Board Meetings, act as Clerk of the Board and other related work as required.

Examples of Duties:

- Supervise the receiving of monies from the public and issuance of receipts
- Prepare payrolls and related records and reports
- Perform accounting, bookkeeping, billing and collection duties
- Prepare monthly financial reports
- Work closely with annual auditor and ensure District financial records are ready for audit
- Coordinate in preparing the budget including financial projections, analysis, goals, and planning.
- Maintain financial and administrative records
- Ensure compliance with grant milestones and recordkeeping.
- Supervise office personnel
- Maintain personnel files, including legal documents and confidential personnel information
- Maintain Permit records and timelines
- Assure compliance with applicable state and federal personnel laws
- Maintain proper insurance coverage for District property, liability, Workers Compensation and Marina Operations
- Assist Executive Director with administrative duties
- Plan and direct the work involved in maintaining Official District documents and records, including the Seal of the District
- Prepare Board agendas, attends Board meetings, prepares Board minutes and supervises the keeping of a journal of Board proceedings and of ordinances, resolutions and other official documents
- Organize meetings, travel arrangements, letters, files, and documents as requested by the Board of Commissioners and Executive Director
- Answer questions from the public and officials regarding District organization and practice, ordinances and the status of communications, resolutions and actions of the Board
- Prepare Bid documents for distribution
- Prepare required legal notices for publication
- Update website with Board agendas, minutes, legal notices, other miscellaneous information
- Maintain current Notary Public commission