



Bel Marin Keys Community Services District

ADMINISTRATIVE ASSISTANT

Bel Marin Keys Community Services District – Part Time (25 hours per week)

SUMMARY:

The Bel Marin Community Services District (BMKCSD) is seeking an Administrative Assistant to assist the District Manager with general operations of the District

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides customer service to members of the public
- Maintains the District website
- Maintains records and reports
- Organize and file documents associated with specific projects and District operations
- Assisting with agenda preparation, purchase office supplies, invoicing, contract management assistance, correspondence, and associated communications
- Assist with the newsletter (N2N) – assembling, printing, folding and delivery
- Schedule use of the Community Center
- Facility Monitor for events
- Attend board meetings
- Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Communicate clearly and concisely, both orally and in writing
- Modern office practices and procedures; Customer service techniques; Filing systems and procedures
- Use of Microsoft Office, including Outlook, Word, Excel, Adobe Acrobat, WordPress, Google Doc, Google Sheets, Zoom, Teams
- Prioritize and organize multiple work activities to effectively meet deadlines; Adapt to changing priorities
- Work with minimal supervision
- Use independent judgment and discretion

MINIMUM QUALIFICATIONS:

- **Experience:** Any combination of experience and/or education that is likely to provide the required knowledge and skills necessary to satisfactorily perform all essential duties and responsibilities. Experience with a public agency is highly desirable
- **Education:** Graduation from high school or GED equivalent required. An Associates of Art/Science college degree is preferred
- **License:** A valid California Class “C” driver’s license is required

Note: Salary: \$20-\$25 per hour (depending on experience). The BMKCSD will provide education and training to the Administrative Assistant so he/she can be familiar with the Special District and the Brown Act.

To be considered for this position, please submit a resume and cover letter via email admin@bmkcsd.us by:

May 7, 2025