

**AUBURN AREA RECREATION AND PARK DISTRICT MEETING OF THE  
PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE AGENDA**

**WEDNESDAY, MARCH 23, 2022, 12:30 PM**

**CANYON VIEW COMMUNITY CENTER, FOOTHILL ROOM  
AUBURN, CA 95603**

Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection by contacting the District Administrator at [kmuscott@auburnrec.com](mailto:kmuscott@auburnrec.com) or by calling (530) 537-2186 (M-F).

Due to the current COVID-19 crisis, the public will not be allowed to physically attend the meeting. The public may participate in the meeting through Zoom. The link for this meeting is <https://us06web.zoom.us/j/84055766282>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 840 5576 6282 to participate.

People using the Zoom website will be able to see and hear the Committee, and the Committee will be able to hear the public. The Committee will not receive any visual/video from the public. This is done to avoid inappropriate visual content at the meeting.

Questions and comments can be sent via email to the District Administrator no later than one hour before the meeting. These emails will be read aloud at the meeting and responded to accordingly. Emails can be sent during the meeting, and staff will work to ensure that all are read, however the best way to have your comment heard is through the Zoom meeting or the associated phone number.

If you are a person with a disability and need an accommodation to participate in the District's programs, services, activities and meetings, contact Kahl Muscott at (530) 537-2186 or [kmuscott@auburnrec.com](mailto:kmuscott@auburnrec.com) at least 48 hours in advance to request an auxiliary aid or accommodation.

**1.0 CALL TO ORDER**

Holbrook \_\_\_\_\_ Ferris \_\_\_\_\_

**2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL**

**3.0 PUBLIC COMMENT – This is the time wherein any person may comment on any item not on the agenda within the subject matter jurisdiction of the Committee Chairperson, please state your name and address for the record (optional). There is a time limitation of three minutes.**

**4.0 BUSINESS**

- 4.1 Approval of Minutes from the February 16, 2022 Program, Personnel, Policy, Fee & Legal Review Committee Meeting (Pages 3-4)**

**Recommendation:** Review and approve minutes.

- 4.2 Approval of Legal Bills.**

None.

4.3 **Cover Sheet for COLA Wage Increase (Pages 5-9)**

Shall the Auburn Area Recreation and Park District change pay scales for a district wide COLA Wage increase on April 1<sup>st</sup>, 2022, excluding some that were given minimum wage increases in January?

4.4 **Job Description update for Account Clerk I and Account Clerk II Positions (Pages 10-14)**

Shall the Auburn Area Recreation and Park District (ARD) change the job descriptions for the Account Clerk I and II Positions, including an increase in the pay range for both positions?

**Discussion items:**

5.0 **ITEMS TO BE CONSIDERED AT FUTURE PROGRAM, PERSONNEL, POLICY & FEE COMMITTEE MEETINGS**

None.

6.0 **PENDING ITEMS REQUIRING MORE DETAILED RESEARCH**

None.

**ADJOURNMENT**

AUBURN AREA RECREATION AND PARK DISTRICT  
This agenda is hereby certified to have been posted as follows:

3/18/2022  
Date

11:00 Am  
Time

Cathy Wayford  
Secretary to the Board

**Auburn Area Recreation and Park District  
Minutes  
of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting  
Wednesday, February 16, 2022 at 12:30 PM  
Canyon View Community Center  
471 Maidu Drive  
Auburn, CA 95603**

**1.0 CALL TO ORDER**

The meeting of the Program, Personnel, Policy, Fee & Legal Review Committee was called to order at 12:36 p.m.

**ROLL CALL**

Director Holbrook and Director Ferris were present. Director Holbrook arrived at 12:40pm

**2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL**

The agenda was approved by Director Ferris.

**3.0 PUBLIC COMMENT- This is the time wherein any person may comment on Any item not on the agenda within the subject matter jurisdiction of the Committee. After you are recognized by the Committee Chairperson, please state your name and address for the record (optional). There is a time limit of three minutes.**

None.

**4.0 BUSINESS**

**4.1 Approval of Minutes from the January 19, 2022 Program, Personnel, Policy, Fee & Legal Review Committee Meeting**

The minutes from the January 19, 2022 Program, Personnel, Policy, Fee & Legal Review Committee meeting were reviewed and approved by Director Ferris.

**4.2 Approval of Legal Bills –**

None.

**4.3 Creating a COVID Relief Funds Reserve Account.**

Director Holbrook and Director Ferris reviewed and approved to forward item to the consent calendar for review and approval.

**4.4 ARD's Personnel Policy – Salary Schedule Ranges Increase Policy Update.**

Director Holbrook and Director Ferris reviewed and approved to forward item to the consent calendar for review and approval.

**Discussion Items:**

1. Mission and Vision Statement Review: this item was reviewed, a recommendation to modify the Vision Statement was sent to the Board of Directors. The Committee also recommended adding the Mission Statement to a wall in the Board room.
2. Policy Review: PTO and Holiday Time Off: this item was reviewed a recommendation to modify the policy on Holidays for new hires was sent to the Board of Directors.
3. Bidding and awarding contracts for Design Professionals: this item was discussed by the committee.
4. ARD Ordinance #1 Review; Camping: this item was discussed by the committee.

**5.0 ITEMS TO BE CONSIDERED AT FUTURE PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE MEETINGS**

None.

**6.0 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH**

It was suggested that once a quarter it was posted in the Board Agenda how much we are spending on the maintenance of the 24-Acre?

**ADJOURNED**

As there was no further business, the meeting was adjourned at 1:27 p.m.

  
Board Secretary

  
Date

## **Item 4.3 Cover Sheet for COLA Wage Increase**

**Auburn Area Recreation and Park District Policy Committee Meeting March, 2022.**

### **The Issue**

Shall the Auburn Area Recreation and Park District change pay scales for a district wide COLA Wage increase on April 1<sup>st</sup>, 2022, excluding some that were given minimum wage increases in January?

### **Background**

The annual Union negotiations for 2022-2023 have agreed on a 4% COLA for this year and is within the constraints of the budget. Some of the lowest pay scales have been increased more, due to inflation and the competitive job market. Department Managers and the District Administrator have agreed to a 3% COLA to pass the savings onto the lowest paid positions.

Youth Services and Aquatic positions have been given increases in January, due to minimum wage requirements. Beginning April 1st, the increases to some of the job descriptions will affect the lower paid in these categories (assuring that the starting pay is \$16). Lifeguards, Head Guards, Instructors, Program Leaders I, II and III may be affected, but not the whole department.

California CPI for the last 3 years:

2018-2019	2.98%	ARD gave 3%
2019-2022	2.86%	No COLA given
2020-2021	1.00%	ARD gave 3%
2021-2022	6.5%	

ARD Policy on salary schedules:

### **2.20 Salary Schedule Ranges**

The salary schedules and hourly wage schedules for District employees are established by the District Administrator and approved by the Board of Directors. Salary schedules and hourly wage schedules shall be reviewed periodically. Should the Board of Directors approve an increase in a salary or hourly wage schedule for a job description, all employees in the job description may receive a commensurate salary or wage increase, based on recent minimum wage or other salary adjustments.

### **Recommendation**

The Auburn Area Recreation and Park Policy Committee recommends the Board of Directors review and adopt the new job descriptions to include a 4% COLA.

**Fiscal Impact**

2022-2023: \$63,932. This amount is included in the FY22/23 Budget.

**Attachment**

Spreadsheet of proposed Job Description changes

# Job Description Changes 2022-2023 Administration & Customer Service

## Proposed 4% COLA Wage Increases - April 1, 2022

<u>Customer Service Associate</u>		<u>Human Resources Clerk</u>		<u>Account Clerk II</u>	
Wage Scale		Wage Scale		Wage Scale	
Current	15.00	Current	16.05	Current	19.83
New	15.60	New	16.69	New	21.00
	to 4.0%		to 4.0%		to 6.0%
	19.25		21.47		29.74
	20.02		22.33		31.52
	4.0%		4.0%		6.0%
<b>Customer Representative</b>					
Wage Scale					
Current	15.50	Current	17.24	Current	19.50
New	16.12	New	17.93	New	21.00
	to 4.0%		to 4.0%		to 6.0%
	20.78		23.30		25.90
	21.61		24.23		Eliminate
	4.0%		4.0%		Eliminate
<b>Executive Assistant</b>					
Wage Scale					
Current	20.44	Current	16.87	Current	20.44
New	21.26	New	18.00	New	21.26
	to 4.0%		to 6.7%		to 4.0%
	28.53		22.62		28.53
	29.67		24.34		29.67
	4.0%		6.7%		4.0%
<b>Account Clerk I</b>					
Wage Scale					
Current	17.70	Current	16.09	Current	17.70
New	19.72	New	16.09	New	19.72
	to 11.4%		to Eliminate		to 11.4%
	23.71		21.53		23.71
	28.13		Eliminate		28.13
	11.4%		Eliminate		11.4%
<b>Administrative Services Manager</b>					
Wage Scale					
Current	37.28	Current	30.00	Current	37.28
New	38.40	New	30.90	New	38.40
	to 3.0%		to 3.0%		to 3.0%
	52.50		40.12		52.50
	54.08		41.32		54.08
	3.0%		3.0%		3.0%

# Job Description Changes 2022-2023 Recreation, Aquatics and Youth Services Proposed COLA Wage Increases - April 1, 2022

<p><u>Youth Services Program Leader I &amp; Preschool Teacher 1</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Wage Scale</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Current</td> <td style="text-align: center;">15.00 to 19.25</td> </tr> <tr> <td style="text-align: center;">New</td> <td style="text-align: center;">16.00 to 20.53 6.667%</td> </tr> </tbody> </table> <p style="text-align: center;"><i>(New Staff will be increased to 16.00) (1 staff member will be increased by 6.667%)</i></p>	Wage Scale		Current	15.00 to 19.25	New	16.00 to 20.53 6.667%	<p><u>Lifeguard</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Wage Scale</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Current</td> <td style="text-align: center;">15.00 to 19.25</td> </tr> <tr> <td style="text-align: center;">New</td> <td style="text-align: center;">16.00 to 20.54 6.7%</td> </tr> </tbody> </table> <p style="text-align: center;"><i>(New Staff will be increased to 16.00) (Staff will be increased by .97% - 4.76%)</i></p> <p><u>Head Lifeguard</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Wage Scale</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Current</td> <td style="text-align: center;">16.00 to 20.25</td> </tr> <tr> <td style="text-align: center;">New</td> <td style="text-align: center;">17.00 to 21.52 6.25%</td> </tr> </tbody> </table> <p style="text-align: center;"><i>(4 staff will be increased by .345% - 1.3%)</i></p> <p><u>Swim Instructor</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Wage Scale</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Current</td> <td style="text-align: center;">16.00 to 20.25</td> </tr> <tr> <td style="text-align: center;">New</td> <td style="text-align: center;">17.00 to 21.52 6.25%</td> </tr> </tbody> </table> <p style="text-align: center;"><i>(2 staff will be increased by 4.1%)</i></p>	Wage Scale		Current	15.00 to 19.25	New	16.00 to 20.54 6.7%	Wage Scale		Current	16.00 to 20.25	New	17.00 to 21.52 6.25%	Wage Scale		Current	16.00 to 20.25	New	17.00 to 21.52 6.25%	<p><u>Sports Coordinator</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Wage Scale</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Current</td> <td style="text-align: center;">22.12 to 29.77</td> </tr> <tr> <td style="text-align: center;">New</td> <td style="text-align: center;">23.00 to 30.96 4.0%</td> </tr> </tbody> </table>	Wage Scale		Current	22.12 to 29.77	New	23.00 to 30.96 4.0%
Wage Scale																																
Current	15.00 to 19.25																															
New	16.00 to 20.53 6.667%																															
Wage Scale																																
Current	15.00 to 19.25																															
New	16.00 to 20.54 6.7%																															
Wage Scale																																
Current	16.00 to 20.25																															
New	17.00 to 21.52 6.25%																															
Wage Scale																																
Current	16.00 to 20.25																															
New	17.00 to 21.52 6.25%																															
Wage Scale																																
Current	22.12 to 29.77																															
New	23.00 to 30.96 4.0%																															
<p><u>Youth Services Program Leader II &amp; Preschool Teacher 2</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Wage Scale</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Current</td> <td style="text-align: center;">16.00 to 21.00</td> </tr> <tr> <td style="text-align: center;">New</td> <td style="text-align: center;">17.00 to 22.31 6.625%</td> </tr> </tbody> </table> <p style="text-align: center;"><i>(New Staff will start at 17.00) (2 staff members will be increased by 2.01%)</i></p>	Wage Scale		Current	16.00 to 21.00	New	17.00 to 22.31 6.625%	<p><u>Recreation Services Manager</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Wage Scale</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Current</td> <td style="text-align: center;">30.00 to 42.85</td> </tr> <tr> <td style="text-align: center;">New</td> <td style="text-align: center;">30.90 to 44.14 3.0%</td> </tr> </tbody> </table>	Wage Scale		Current	30.00 to 42.85	New	30.90 to 44.14 3.0%	<p><u>Youth Services Program Leader III &amp; Preschool Teacher 3</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Wage Scale</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Current</td> <td style="text-align: center;">17.29 to 22.70</td> </tr> <tr> <td style="text-align: center;">Suggested</td> <td style="text-align: center;">18.00 to 23.63 4.11%</td> </tr> </tbody> </table> <p style="text-align: center;"><i>(New Staff will start at 18.00)</i></p>	Wage Scale		Current	17.29 to 22.70	Suggested	18.00 to 23.63 4.11%												
Wage Scale																																
Current	16.00 to 21.00																															
New	17.00 to 22.31 6.625%																															
Wage Scale																																
Current	30.00 to 42.85																															
New	30.90 to 44.14 3.0%																															
Wage Scale																																
Current	17.29 to 22.70																															
Suggested	18.00 to 23.63 4.11%																															



# Job Description Changes 2022-2023 Facilities and Grounds

## Proposed 4% COLA Wage Increases - April 1, 2022

<u>Facilities Attendant/Custodian</u>	<u>Facilities Maintenance Worker</u>	<u>Fac &amp; Grds Project Manager</u>
Wage Scale	Wage Scale	Wage Scale
Current 15.50 to 20.78	Current 17.27 to 23.14	Current 36.58 to 49.10
New 17.96 to 24.07 15.9%	New 17.96 to 24.07 4.0%	New 38.04 to 51.06 4.0%
(Existing Staff will receive a 4% COLA) (New Staff will be increased to 17.96)		
<u>Custodian</u>	(PT/Seasonal/Temp - non CalPERS)	<u>Fac &amp; Grds Landscape Architect</u>
Wage Scale	Eliminate	Wage Scale
Current 16.51 to 22.12		Current 36.58 to 49.10
New 17.96 to 24.07 8.8%		New 38.04 to 51.06 4.0%
(PT/Seasonal/Temp - non CalPERS)		
Current 15.50 to 20.78	<u>Senior Park Worker/Pool Operator</u>	
Eliminate	Wage Scale	
(New Staff will be increased to 17.96)		
<u>Park Worker</u>	Facilities Coordinator	
Wage Scale	Wage Scale	
Current 17.27 to 23.14	Current 20.39 to 28.70	
New 17.96 to 24.07 4.0%	New 21.21 to 29.85 4.0%	
(PT/Seasonal/Temp - non CalPERS)		
Current 15.50 to 20.78	<u>Facilities Maintenance Worker</u>	
Eliminate	Fac & Grounds Supervisor	
(New P/T Staff will be increased to 17.96)		
	Wage Scale	Wage Scale
	Current 28.75 to 38.53	Current 35.46 to 47.56
	New 29.90 to 40.07 4.0%	New 36.52 to 48.99 3.0%

## **Item 4.4 Cover Sheet for Job Description update for Account Clerk I and Account Clerk II Positions**

**Auburn Area Recreation and Park District Policy Committee meeting March, 2022**

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) change the job descriptions for the Account Clerk I and II Positions, including an increase in the pay range for both positions?

### **Background**

The Account Clerk I job description's language was last updated March, 2011. The Account Clerk II job description's language was last updated December, 2019.

### **Account Clerk I and II**

Certain responsibilities of the job have been added and some have been removed due to redundancy or new practices. The pay scale has been adjusted to reflect marketability constraints.

### **2.12 Job Descriptions**

The Board of Directors approves job descriptions and they are maintained on file in the District. Each job description describes the job, typical duties, and the education, experience and abilities required for it.

### **Recommendation**

Staff recommends the Policy Committee review and approve and forward to the Board of Directors with a positive recommendation.

### **Fiscal Impact**

Some increases will affect future budgets because the salary scale has increased. There is no effect to the current budget (outside of the COLA that is being proposed for April 1st).

### **Attachment**

Revised Account Clerk I and II Job Descriptions  
Salary comparison of other smaller Park Districts

## ACCOUNT CLERK I

**DEFINITION AND PURPOSE:** Under the general direction of the Administrative Services Manager and supervised by the Account Clerk II position, performs various accounting and clerical skills. The position requires extensive accounting skills.

### ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Assist and prepares various reports, employment verification, county and bank deposits as required. Assist with general ledger maintenance and reconciliation of the bank statement, including sorting check, and journal entries
- Perform a variety of office assignments including filing, typing data entry, document preparation, updating records and creating spreadsheets using computer software (Word, Excel, Great Plains, TimeClock, ~~Ree Trac~~ Registration online)
- Operation of various office equipment
- Prepare payroll, accounts payable, ~~accounts receivable~~ revenue posting, process refunds, check instructor payments for accuracy
- Review chart of accounts assigning appropriate account codes to new accounts
- Assist with budget preparation by compiling information on revenue, expenses, fixed assets and other data
- Maintain District bookkeeping filing system, including accounts payable and payroll
- ~~Assist with the District's back-up security system for the accounting computer and the main computer~~
- Prepare monthly revenue reports, departmental financial statements and distributes same
- ~~Post revenues and deposits as needed~~
- Assist with preparing and reviewing State and Federal Quarterly and Yearly Reports including W-2's and 1099's, Workers Compensation Audit Reports, CalPERS deposit requirements, employment verifications, and preparation of reports as required
- ~~Assist with the District's fixed asset accounting and coordinate the preparation of a fixed asset reserve report which reflects the annual funding necessary for the maintenance of the fixed assets of the District~~
- Cross train in a variety of essential job functions of the Account Clerk II responsibilities
- Maintain daily cash flow reports

### NON-ESSENTIAL JOB FUNCTIONS:

- May assist with customer service duties including phones, typing, data entry, registration and any related office duties as needed
- Answering phones as needed
- ~~May attend~~ Attend committee meetings when as necessary
- Acts as liaison for IT services
- Other duties as assigned

### KNOWLEDGE, SKILLS AND ABILITIES

Innovation and creativity, strong organizational skills; ability to multi-task; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; computer applications including word processing and spreadsheets, preferably on PC based systems; maintain cooperative working relationships with District employees, vendors, contractors, user groups, volunteers and the general public; ability to work with the District Board of Directors.

## **EDUCATIONAL REQUIREMENTS AND QUALIFYING EXPERIENCES**

One year of business school or college equivalent is desirable.

Minimum of two (2) years bookkeeping experience, or any combination and accounting experience to meet qualification.

## **LICENSES AND CERTIFICATES**

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code. Conviction of certain criminal offenses may prohibit employment.

## **WORK ENVIRONMENT**

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when working with documents and operating a computer. The need to lift, carry and push tools, equipment and supplies weighing up to 50 pounds is sometimes required. The position requires working in an indoor, temperature controlled office environment. The noise level of the indoor setting is usually quiet. The noise level of outdoor settings, if applicable, can be loud, especially when working around maintenance equipment and children.

Position may be full or part-time. When part-time, hours and days worked may be flexible, but must conform with District needs.

**COMPENSATION:** Regularly scheduled part-time or full-time non-union confidential position.

Wage rate range

**\$18.00 - \$24.34**      **Proposed**

~~\$16.87 - \$22.62~~

~~\$16.00 - \$21.53 (non Calpers - less than 20 hours/week)~~

**Auburn Area Recreation and Park District is an Equal Opportunity Employer.**

**Proposed**  
**ACCOUNT CLERK II**

**DEFINITION AND PURPOSE:** Under the general direction of the Administrative Services Manager, the Account Clerk II performs various accounting and clerical skills. The position requires extensive skills in accounting, requiring initiative and a minimum amount of direction and supervision.

**ESSENTIAL JOB FUNCTIONS:**

Responsibilities and duties include, but are not limited to the following:

- Performs monthly closing and compiles profit & loss, balance sheets, and records changes to assets, expenses, depreciation schedules, projects, 501c3 accounts and any other related accounts
- Distributes financial statements to management and board members. Attends finance meetings.
- Maintain the general ledger, reconcile the bank statement and county reports to the general ledger monthly, including any journal entries as required
- Make bank deposits and collect county checks weekly
- Prepare invoices and process accounts receivables activity. Report aging and process collection activity.
- Review and process payroll
- Review accounts payable and verify supporting documentation for same
- Prepare the District's fixed asset accounting and coordinate the preparation of a fixed asset reserve report which reflects the annual funding necessary for the maintenance of the fixed assets of the District
- Assist with budget preparation by compiling information on revenue, expenses, fixed assets and other data; reconcile fixed assets quarterly
- Assist auditor(s) in annual audit as needed
- Prepare and review State and Federal Quarterly and Yearly reports including W-2's and 1099's, workers compensation audit reports, CalPERS depositing requirements, employment verifications, and prepares reports as necessary
- Process new hires, employee exits, calculate payroll and process payroll/benefit/deduction adjustments as needed
- Maintain and distribute calendar of performance evaluation forms and information for all district employees to District Managers
- Perform a variety of office assignments including filing, typing data entry, document preparation, updating records and creating spreadsheets using computer software, Registration online and online WWW accounts (Word, Excel, Great Plains, Time Clock, RecTrac, Dayworks, RecDesk, Banking, and Credit Card Merchant Services)
- Operation of various office equipment
- Maintain chart of accounts assigning appropriate account codes to new accounts
- Cross train in a variety of essential job functions of the Account Clerk I responsibilities
- Responsible for training accounting personnel

**NON-ESSENTIAL JOB FUNCTIONS:**

- May assist with office and customer service duties including phones, typing, data entry, registration, filing and any related office duties as needed
- May attend committee meetings when necessary
- Other duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES**

Innovation and creativity, strong organizational skills; ability to multi-task; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; computer applications including Word processing and Excel spreadsheets, maintain cooperative working relationships with District employees, vendors, contractors, user groups, volunteers and the general public; ability to work with the District Board of Directors.

## **EDUCATIONAL REQUIREMENTS AND QUALIFYING EXPERIENCES**

Two years of college or business school with degree in accounting or equivalent.

Minimum of two (2) years full charge bookkeeping experience, or any combination of education and accounting experience to meet qualification.

## **LICENSES AND CERTIFICATES**

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code. Conviction of certain criminal offenses may prohibit employment.

## **WORK ENVIRONMENT**

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when working with documents and operating a computer. The need to lift, carry and push tools, equipment and supplies weighing up to 50 pounds is sometimes required. The position requires working in an indoor, temperature-controlled office environment. The noise level of the indoor setting is usually quiet. The noise level of outdoor settings, if applicable, can be loud, especially when working around maintenance equipment and children.

Position may be full or part-time. When part-time, hours and days worked may be flexible, but must conform with District needs.

**COMPENSATION:** Regularly scheduled full-time or part-time non-union confidential position.

Wage rate range

**\$21.00 - \$31.52**      **Proposed**

~~\$19.53 - \$29.74~~

~~\$18.24 - \$24.43 (non-CalPERS)~~

**Auburn Area Recreation and Park District is an Equal Opportunity Employer.**