

**North Coast Unified
Air Quality Management District**

707 L Street, Eureka, CA 95501
(707) 443-3093
www.ncuaqmd.org



JOB ANNOUNCEMENT

Position: Administrative Support

Salary: \$2,600-\$3,532 per month paid bi-weekly, District Payroll Range 200 (salary is commensurate with education and experience)

To Apply: Please submit the completed employment application, cover letter, and resume to (no faxes):
Financial & Administrative Services Division Manager
North Coast Unified Air Quality Management District
707 L Street
Eureka, CA 95501
Employment applications and a complete job description are available online at www.ncuaqmd.org, at the District office, or call (707) 443-3093.

Due Date: Position open until filled

About the District: The NCUAQMD is a Special District of the State of California whose jurisdiction is Humboldt, Del Norte, and Trinity Counties.

Position Description (a complete job description is available at www.ncuaqmd.org)

Under immediate and general supervision of the Financial & Administrative Services Division Manager, the Administrative Support position primarily provides clerical support for Front Office and District program activities and direct support in issuing Burn Permits and other program support functions. The position responds to all incoming telephone calls, transfer calls to staff, and responds to general information questions from the public. The position will also assist with general Front Office tasks such as receiving and sorting mail, office filing, clerical support, including the issuance of burn permits, complaint response and tracking, and wildfire response. The position additionally performs varied technical and non-technical support work for the District such as data entry, regulatory reporting, and records management. The position also assists with District programs, and projects, in a support and/or backup role as required of the District's air quality management activities.

Benefits Summary

Retirement: California Public Employees' Retirement System (CalPERS) 2% at 55 plan or 2% at 62 depending on member's CalPERS status at time of enrollment.

District does not participate in Social Security portion of FICA, only Medicare.

Health Benefits: CalPERS health benefits plan premium paid by the District at no cost to the employee or dependents, while all deductibles and copayments are the responsibility of the employee.

Dental - Delta Dental PPO Insurance plan (Medium Plan, Employee +1 Dependent) where the District's contribution is fixed at the 2012 premium rate.

Vision - VSP Vision plan (Option 3, Plan B, In Network, Employee +1 Dependent) where District's contribution is fixed at the 2012 premium rate.

Life Insurance: \$50,000 term policy (employee only), where District's contribution is fixed at the 2012 premium rate

Holidays: 13 paid days + 1 floating holiday.

Leaves of Absence: Vacation Leave: 12 days/yr, Vacation accrual rate based on a continuous years of employment schedule; Sick Leave: 12 days/yr.

Deferred Compensation: 457 Plan available through payroll deduction. No matching contribution by District.

- Successful applicants must possess a valid California Driver License.
- The provisions of this announcement do not constitute a contract, expressed or implied, and any provision contained in this announcement may be modified or revoked.

North Coast Unified Air Quality Management District is an equal opportunity employer.