



Isla Vista Recreation and Park District
961 Embarcadero Del Mar
(805) 968-2017
www.ivparks.org

Job Description: District Clerk
Type: Full-Time

Applications are being accepted until the position is filled. Download an application at www.ivparks.org.
Please submit applications to ivrpd@ivparks.org.

The Position:

Candidate Description:

Isla Vista Recreation and Park District (IVRPD) is seeking a motivated and experienced individual to perform a variety of clerical duties in support of the I.V. Board of Directors and its Committees; to develop and input Board Meeting; to prepare various types of documents and reports; to assist and inform the public on District policies and procedures; to research funding opportunities and develop grant proposals around IV parks projects and recreational programming; to provide basic technical support for Staff, the Board of Directors, and general public; to serve as the first point of contact in all general correspondence; and to assist with basic sorting, filing, copying or basic clerical accounting activities as needed.

Our Location:

Our office, parks and facilities are all in Isla Vista, CA (IV) – a half-square mile unincorporated beachside community that sits on the south-facing portion of the Santa Barbara County coast. Located between the University of California, Santa Barbara campus and the City of Goleta, IV's population of 20,000 consists of a diverse mix of students, educators, families, and working professionals from a wide variety of cultural and economic backgrounds. The community boasts near-perfect weather and its proximity to mountains, beaches, and deserts enables year-round recreational activity and encourages physical fitness. Our offices – and many of our 25 Parks & Open Spaces – are within walking distance of numerous restaurants, shops, and markets.

Who we are:

IVRPD is a California Special District that was formed in 1972 to provide local recreation and park services to the unincorporated community of IV. The District operates pursuant to the *Recreation and Park District Act, Public Resources Code §5780 et seq.* and is one of few park districts in the country to employ a strict Organic Policy in order to develop and maintain 57 acres of ecologically diverse and healthy parklands.

Mission:

The Mission of the District is to enhance, improve and protect the quality of life in the community through the maintenance and improvement of parks, and the organization and administration of Recreation Programs. The District will contribute to the health, enjoyment and thriving satisfaction of the people and to the safety,

cleanliness and beauty of the environment, its flora and fauna. The District will acquire and preserve natural open space; will acquire, develop and maintain park land; and will provide recreational, cultural and educational opportunities to its constituents. As a public entity, the District will encourage public participation in its functions. The resources and activities of the District shall be for the overall benefit of all Isla Vista residents. No individual or group will be discriminated against for reasons of race, sex, age, color, national origin, place of birth, sexual orientation, marital status, religion, opinions, citizenship (as legally allowed), or personal appearance. The District shall be guided by the theme of respect for the natural environment, and the theme of human cooperation, including cooperation with other agencies. The objective of the Master Plan is to establish a system of parks that provides for and serves public needs. In addition to maintaining parks, the District shall, within its resources, provide a full and varying range of recreational and cultural activities for all residents of Isla Vista. Whenever possible, the District will coordinate with other agencies to maximize the services offered to its constituents, and to maximize efficiency in maintaining and improving parks.

IVRPD Core Values:

- Be Open: Be accessible, candid, collaborative and transparent in the work we do.
- Lead by Example: Commit to integrity and equity in working to meet the diverse needs of all people in our community.
- Make an Impact: In all endeavors, effect positive and sustained outcomes that make our community thrive.
- Be Courageous: Have confidence that taking deliberate, bold and purposeful risks can yield new and valuable benefits.

Essential Duties and Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Type, proofread and word process a variety of documents and forms including general correspondence, reports, orders and memoranda from rough drafts, written or verbal instructions.
- Enter data into a computer from various sources including accounting, statistical and related documents; input corrections and updates; verify data for accuracy and completeness; assist in the compilation of reports.
- Research various types of funding opportunities and, as needed, draft grant proposals.
- Develop high-level understanding of the Ralph M. Brown Act (1953) as it applies to Board Meetings.
- Advise Board of Directors and its Committees on critical deadlines, agenda items, and calendars.
- Manage data storage on the IVRPD public drive; ensure certain information is publicly accessible.
- Process the mail including receiving, sorting, and distributing incoming and outgoing correspondence.
- Prepare accurate Minutes of Board Meetings, Committee Meetings, and Safety Meetings.
- Maintain file on safety minutes and agendas; Send agendas and minutes to insurance representatives as required.
- Designing and maintaining an index of District actions.
- Assisting with public requests for information of Board policies and actions.
- Maintaining District Policy Manuals and important Board-approved documents.
- Assisting with Board meeting arrangements and preparing audio-visual materials.
- General assistance to Board members in relation to their official duties, including travel arrangements,

seminars, participation in District member agencies.

- Rent out parks for events; inform public members regarding complex park regulations; collect all fees and deposits, keep records; submit paperwork for deposit refunds to accounting.

Employment Standards

Knowledge of: Clerical procedures and practices, applicable laws and regulations, IVRPD Policy Manual and Memorandum of Understanding, administrative and managerial processes.

Experience: Three to five years of increasingly responsible clerical experience preferably in a government or fund-based setting.

Education: Bachelor's degree or equivalent from an accredited college.

Abilities: The District Clerk demonstrates an ability to:

- Plan, organize, and direct a comprehensive program of Board-related planning and services; to maintain complex records, and to prepare reports utilizing records and minutes from previous meetings.
- Work effectively with the General Manager, Board of Directors, and professional Staff members.
- Function effectively in a work environment in which the employee is exposed to significant public scrutiny, and adequately and effectively address public questions and concerns as well as interact with members of the community.
- Read and communicate clearly and concisely, both orally and in writing.
- Work unusual/prolonged work schedules during emergencies or seasonally caused circumstances; work evenings, weekends, and holidays as required.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Deal effectively and tactfully with the public and use interpersonal skills to interact with diverse groups of people.
- Learn about park history and resources, including geography, flora, and fauna.
- Work well under pressure and act to diffuse difficult situations.
- Work independently in the absence of supervision.

Important Applicant Information:

IVRPD provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, IVRPD complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. IVRPD expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of IVRPD's employees to perform their job duties may result in discipline up to and including termination.

IVRPD RESERVES THE RIGHT TO MODIFY OR REVOKE, WITHOUT NOTICE, ANY OR ALL OF THE PROVISIONS OF THIS BULLETIN PRIOR TO THE TIME OF APPOINTMENT, AND TO WAIVE ANY NON SUBSTANTIVE JOB REQUIREMENT AND MAKE SUBJECTIVE DECISIONS INTERPRETING AND ASSESSING THE SKILLS AND

QUALIFICATIONS OF ANY CANDIDATE, INCLUDING THE DETERMINATION THAT NONE OF THE CANDIDATES, EVEN THOSE WHO MEET THE MINIMUM QUALIFICATIONS, ARE APPROPRIATE FOR THE POSITION.