

DISTRICT CLERK

The District Clerk (DC) performs a variety of clerical and/or accounting duties in support of the IVRPD Board of Directors, the General Manager and Committees. The DC drafts Board Meeting Agendas for distribution and posting on the District website, as well as attends Board Meetings and composes meeting minutes. The District Clerk provides information to the general public on District Policies and Procedures and answers Public Information Requests. Employees at this level receive formal training in government compliance and transparency.

The District Clerk performs a full range of duties as assigned, including complex typing, research, or data entry assignments as well as administers the Community Garden Program and handles Park Rentals.

2 Years' experience working in the government sector in a similar position, and familiarity with the Brown Act and Government Code as it pertains to Parks and Recreation is preferred.

In addition to salary, this position also receives full medical, dental and vision coverage as well as retirement benefits per the Memo of Understanding between IVRPD and SEIU Local 620.

To apply for this job please submit your resume and completed job application by email, in person, or by US Mail to:

Isla Vista Recreation and Park District
961 Embarcadero Del Mar
Isla Vista, CA 93117

The full job description and job applications may be found on the District Website at ivparks.org