

District Clerk

Mature, sharp administrator with excellent writing/editing skills needed for District Clerk position in small government office. Post monthly board agenda per Brown Act requirements, take minutes at meetings, maintain board binders, organize annual retreats, and assist General Manager with staff reports. Rent out parks and facilities for events. Maintain District files database. Must be a self-starter, bilingual in Spanish and available to work some evenings. Informal setting, friendly staff. 40 hours per week. Submit resume by 2/29/12 to Angela Kamm, Isla Vista Recreation & Park District, 961 Embarcadero Del Mar, Isla Vista, CA 93117 EOE/Salary DOE