



# COUNTY OF MONO

## JOB ANNOUNCEMENT

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| <b>FILING DEADLINE:</b><br><b>First Review of Application</b><br><b>08/28/2020</b><br><b>Open Until Filled</b> | <b>SECRETARY to the PLANNING COMMISSION</b><br><br><i>Bridgeport, California</i> | <b>SALARY</b><br><b>65: \$ 54,924 - \$66,761/Annually</b><br><b>\$26.41 - \$32.10/Hourly</b><br><br><b>40 hr/week</b> |
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The County of Mono is accepting applications for a Secretary to the Planning Commission position in the Community Development Department located in Bridgeport/Mammoth Lakes, with occasional travel throughout the county communities. This position will coordinate with the Community Development Director, Planning Commission and other commissions and committees.

**Definition:** Under general supervision, to perform a variety of the difficult and complex office, administrative, and general support work for the Community Development Department, the Planning Commission and other departmental commissions and committees; to prepare, assemble, and distribute agendas, staff reports, notices, minutes, and documents in compliance with the Brown Act and related requirements; to be responsible for maintenance of official records for commissions and committees; to provide public information regarding Community Development Department and Planning Commission functions and activities including website maintenance; to operate and use computers and office equipment including maintenance and handling of electronic mailing lists; manage front office functions and provide/coordinate services for other departments in support of a one-stop South County office; and to do related work as required by the Director.

**Distinguishing Characteristics:** This is an advanced, specialized single position classification which has primary responsibility for providing administrative and staff support for the Planning Commission and Community Development Department. In addition, the incumbent has responsibility for performing a variety of the more difficult and complex office, administrative, and general support work for the Community Development Department.

**Desirable Qualifications:**

**Knowledge of:** This is an advanced, specialized single position classification which has primary responsibility for providing administrative and staff support for the Planning Commission and Community Development Department. In addition, the incumbent has responsibility for performing a variety of the more difficult and complex office, administrative, and general support work for the Community Development Department.

**Ability and willingness to:** Perform a variety of complex and specialized support and maintain on-going responsibility for the Administrative support functions of the Planning Commission and commissions, boards, and committees in the Community Development Department. Coordinate compilation of agendas and supporting materials, including preparation and distribution of proper legal notification. Perform a variety of complex administrative, office, and general support work, which includes use of computers and software, with minimal guidance and supervision. Read, interpret, and apply policies, procedures, and regulations related to the functions and business of the Planning Commission. Take notes and transcribe recordings at sufficient speed to maintain accurate records of Commission and committee proceedings and actions. Type or use word processing software at an acceptable speed to meet production requirements. Gather and organize data and information. Coordinate, maintain and update a variety of records and reports, including the development of information retrieval systems. Manage office functions including communication distribution, ordering and organization of office supplies, retrieving and sending mail and packages, maintaining cash change box, coordinating/performing public services offered by other County departments, providing pool car reports, managing conference room calendar, and similar office needs. Operate a computer and use department software in the performance of assigned work. Operate, use and oversee maintenance of office equipment. Deal tactfully and courteously with the public and other staff when explaining the functions, procedures, and policies of the Planning Commission and Community Development Department. Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines. Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

**Typical Working Conditions and Physical Requirements:** Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds unassisted and greater than 25 pounds with assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, phones, calculators, copiers, and FAX.

**Training & Experience:** Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three (3) years of increasingly responsible administrative, office, and general support work experience comparable to that of an administrative/office assistant or manager, preferably including some experience in providing clerk support for a public board or commission.

**Special Requirements:** Possess a driver's license valid in California

**Application Process:** For a complete job description and application, contact the Human Resources Employment Opportunities website: [www.monocounty.ca.gov](http://www.monocounty.ca.gov).

**COUNTY OF MONO HUMAN RESOURCES – EOE**  
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**(760) 932-5412 ~ (760) 932-5411 (fax) ~ [www.monocounty.ca.gov](http://www.monocounty.ca.gov)**