



Indian Valley Community Services District

Providing services for our community health, well-being, and prosperity

NOW HIRING **ADMINISTRATIVE ASSISTANT / BOARD CLERK** **Greenville, California, Plumas County**

Posting Duration

Open until filled, posted October 9, 2026

Position Overview

Under the direction of the Office Manager, the Administrative Assistant/Board Clerk provides administrative and clerical support to the District, with a primary focus on Board governance functions and payroll processing. This position serves as Clerk of the Board and is responsible for agenda preparation and posting, meeting coordination, Board document preparation, payroll processing, and related administrative duties, performed within the internal control procedures established by the District.

Key Responsibilities

Board and Governance Support

- Prepare and edit Board documents, including resolutions.
- Prepare Board and Committee meeting agendas.
- Post agendas in the three locations required for legal compliance with the Ralph M. Brown Act.
- Print agendas and supporting meeting materials.
- Coordinate scheduling of Committee meetings.
- Coordinate Board member trainings.
- Serve as Clerk of the Board, with the Office Manager serving as Backup Clerk of the Board.

Payroll and Retirement Processing

- Process District payroll, including timekeeping review, calculation, and submission for disbursement, in accordance with District policy and internal control procedures.
- Maintain payroll records and documentation.
- Coordinate payroll deductions, benefit payments, and retirement contributions with the Office Manager.
- Administer employee retirement plan enrollment.

Office Administration and Support

- Respond to information requests.
- Perform other duties as assigned by the Office Manager or General Manager.

Board of Directors

Wanda Carpenter | Joshua Dunnington | Roger Cherry | Andy Meyers | Dan Kearns
General Manager, Jamie Little

P.O. Box 160, Greenville CA 95947 | 127 Crescent Street, Suite#1, Greenville, CA 95947
530-284-7224 | jlittle@indianvalleycsd.com



Indian Valley Community Services District

Providing services for our community health, well-being, and prosperity

Qualifications

Minimum Qualifications

- High school diploma or GED required.
- Two (2) years of administrative, clerical, or office support experience.
- Working knowledge of Microsoft Office applications (Word, Excel, Outlook).
- Valid California Driver License and satisfactory driving record.

Preferred Qualifications

- Experience with public agency Board support, meeting agendas, or resolutions.
- Experience processing payroll or administering retirement plan enrollment.
- Familiarity with the Ralph M. Brown Act or other public meeting requirements.

Knowledge, Skills, and Abilities

Knowledge of:

- Office administrative practices and procedures.
- Board meeting procedures, agenda preparation, and public posting requirements.
- Payroll processing and retirement plan administration procedures.

Ability to:

- Organize and prioritize multiple administrative tasks with attention to detail.
- Communicate professionally with the public, Board members, staff, and outside agencies.
- Maintain confidentiality regarding personnel and District matters.
- Work independently while escalating exceptions to a supervisor as appropriate.

Schedule, Compensation, and Benefits

Work Schedule

- Part-time position, hours may vary depending on District need, generally Monday through Friday
- Standard office hours (10am-4pm) or as established by the Office Manager/General Manager

Compensation

- Hourly compensation depends on experience (starting hourly wage \$21.54).
- Salary range established by the Board of Directors during the annual budget process.
- No benefits offered, as provided by District policy and applicable employment agreements.
- FLSA status is Non-Exempt.

Physical Requirements

- Ability to sit, stand, walk, bend, stoop, and reach throughout the workday.

Board of Directors

Wanda Carpenter | Joshua Dunnington | Roger Cherry | Andy Meyers | Dan Kearns

General Manager, Jamie Little

P.O. Box 160, Greenville CA 95947 | 127 Crescent Street, Suite#1, Greenville, CA 95947

530-284-7224 | jlittle@indianvalleycsd.com



Indian Valley Community Services District

Providing services for our community health, well-being, and prosperity

- Ability to use computers, telephones, copiers, and other office equipment.
- Ability to lift and carry office materials up to 25 pounds.

Working Conditions

- Primarily performed in a standard office setting.
- Frequent use of computers and office equipment.
- Regular interaction with the public, Board members, staff, and outside agencies.

How to apply

1. The Indian Valley Community Services District (IVCSD) accepts employment applications through an electronic application form. Applicants can download the fillable PDF employment application from the IVCSD website (link below) and complete it using a PDF reader program, such as Adobe Acrobat Reader. The form allows you to type directly into each field and provide as much information as needed.
 - IVCSD website <https://www.indianvalleycsd.com>
 - IVCSD employment application <https://www.indianvalleycsd.com/files/70a09ee18/Employment+Application+Online.pdf>
2. Once the application is complete, save the file and email it along with a resume, cover letter, and any supporting documents to Katherine Carpenter, Office Manager, at kcarpenter@indianvalleycsd.com.
3. Applicants who prefer a paper option may also print or pick up the application, complete it manually, and submit in person at 127 Crescent Street, Suite #1, Greenville, CA 95947 or by mail to PO Box 160, Greenville, CA 95947.

Board of Directors

Wanda Carpenter | Joshua Dunnington | Roger Cherry | Andy Meyers | Dan Kearns
General Manager, Jamie Little

P.O. Box 160, Greenville CA 95947 | 127 Crescent Street, Suite #1, Greenville, CA 95947
530-284-7224 | jlittle@indianvalleycsd.com