



Tehachapi Valley

Recreation & Park District

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

SALARY RANGE

Hourly: Minimum Wage – \$25.00 DOE

POSITION: ADMINISTRATIVE ASSISTANT
REPORTS TO: BUSINESS MANAGER
SUPERVISES: N/A

CATEGORY: FULL TIME
FLSA STATUS: NON-EXEMPT

This job description is established by the Tehachapi Valley Recreation & Park District to outline the basic requirements, duties and general responsibilities of the position. This position is "at will", which means the District may terminate the employment relationship at any time and for any or no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for any or no reason.

POSITION SUMMARY

The Administrative Assistant is responsible for facilitating and performing facility reservations, program registrations, clerical and administrative support in order to ensure that District services are provided in an effective and efficient manner.

ESSENTIAL JOB FUNCTIONS

- Greets, assists and provides detailed information to patrons and the public
- Answers District office phone calls and fields District related questions; directs specific public inquires to appropriate Departments
- Records and registers facility reservations, activities, and patron registrations into the District's recreation software system; advises appropriate staff
- Maintains District registration software
- Maintains facility calendars
- Assists Business Manager in District accounts receivable
- Process registrations; receiving fees, receipting, and deposits
- Collects weekly facility and program revenues
- Collects District mail routinely
- Conducts a wide array of secretarial and clerical duties; draft, submit and file various District forms, letters, and communications
- Coordinates facilities for District and various program use
- Maintains inventory of supplies and equipment; distributes supplies and equipment; assists with ordering office supplies and equipment.
- Reports accidents and unsafe conditions as they occur to the Business Manager or assigned supervisor

CLASS HISTORY

Adopted: 6/17/25

Revised: 6/2025

- Assists with District office cleaning, sanitation and organization
- Maintains a safe and secure working environment
- Conducts DOJ Background checks
- All other duties assigned

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

QUALIFICATIONS

Core Competencies and Skill Sets

- Ability to communicate orally and in writing with staff members and/or supervisor and have working knowledge of appropriate technology in order to best serve the public; Microsoft Office Programs, Digital and Social Media.
- Prioritize job tasks and complete them within specified time frames meeting strict deadlines.
- Ability to function successfully within a team environment.
- Commitment to providing outstanding customer service.
- Interact with customers and co-workers in a positive and courteous manner.

Education, Training, & Experience

- High School diploma or equivalent.
- Computer proficiency, to include Microsoft Office.
- Social and digital media fluency.
- Working knowledge of recreation POS software highly desired.
- Knowledge of proper money handling practices and procedures.

Licenses and Certificates

- American Red Cross First Aid/CPR/AED certified or must obtain within 3 months
- Valid California driver's license; driving record must comply with District safety standards
- DOJ Fingerprint Rolling certified or must obtain within 3 months

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- May be subject to stressful situations involving complex problem solving.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.
- Work environments include:
 - Indoor office environment; and
 - Outdoor environmental conditions regardless of weather conditions.

CLASS HISTORY

Adopted: 6/17/25

Revised: 6/2025

COMPENSATION

- Non-Exempt, Hourly Wage: DOE.
- Employment offer contingent on satisfactory DOJ Background and DMV check.
- Comprehensive medical, dental and vision plan. CALPERS retirement package, accrued vacation and sick leave.
- Employee must complete three (3) months of satisfactory probation.