



Job Announcement

SECRETARY (0023)

\$62,780.59-\$76,305.11 ANNUALLY

Summary

The Sonoma County Agricultural Preservation and Open Space District (Ag + Open Space) permanently protects the diverse agricultural, natural resource, and scenic open space lands of Sonoma County for future generations. We are currently recruiting for a full-time Secretary - a critical team member who will support the land conservation activities of Ag + Open Space. This position is assigned to Ag + Open Space's Administrative Program but supports the organization as a whole. This is an excellent opportunity to join a mission-driven organization with a passion for protecting lands that contribute to Sonoma County's scenic beauty, local agriculture, native habitats, recreational lands, wildfire resilience with a focus on climate resilience and promoting equity among local tribes, BIPOC communities, other historically excluded groups.

Duties

The Secretary is part of a dynamic team that organizes administration functions supporting Ag + Open Space as a whole such as managing first contacts, screening correspondence, organizational supply management, office equipment coordinator, facilities coordination, public records act request coordinator, serves as the safety coordinator and safety liaison with the county, in addition to other duties. At Ag + Open Space we believe everyone is a leader. Toward this end this position will identify improvements to processes and develop solutions working independently or with cross functional teams.

Requirements

Any combination of education, vocational training and work experience which provides the opportunity to acquire the knowledge and abilities listed. Normally, formal coursework in secretarial skills and three or more years of general clerical work experience which includes working with personal computers will provide this opportunity.

Performance Skills

The ability to type accurately at the rate of 45 words per minute is required.

Application process

The job posting period is August 9- September 3, 2024. All applications must be received by midnight, September 3rd. Interviews for selected candidates will be held on September 16th and 23rd via teleconference. Application instructions are provided on: www.governmentjobs.com/careers/sonoma www.governmentjobs.com/careers/sonoma



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