

Program Assistant

ABOUT THE POSITION:

The position is full-time and salary range is \$40,000 per year DOE. Employee is eligible for vacation, sick leave, and holidays, 401k retirement plan is available, and a monthly health stipend. Work schedule is typically Monday through Friday, although some weekends and evenings will be required.

This is a front desk position with heavy public contact on the phone.

Familiarity or fluency in Spanish is advantageous.

Employee is expected to perform a wide variety of general office/clerical duties in accord with the established procedures. Closer supervision is required for newer employees; however, as more experience is acquired, employee is expected to work with more independence of action. Work will involve the operation of a computer, photocopier, scanner, and multi-line telephone.

This position works under the direction of the Executive Director.

The employee serves at the pleasure of the Board.

EXAMPLES OF DUTIES OF THE PROGRAM ASSISTANT:

Serves as receptionist for the Clean Tahoe Program by answering calls, dispatching calls to field personnel, taking messages, greeting walk-in visitors, and answering routine technical questions about garbage containment and local garbage/litter ordinances.

Tracks all field services in a computer database and issues Courtesy Notices and re-inspections. Provides photocopies of all notices to community service liaisons. Downloads photos taken of problem properties and works closely with South Lake Tahoe Police Department in providing photos and documentation for issuance of trash ordinance violation citations.

Generates a monthly cost report through Microsoft Excel of all field services.

Types and proofreads moderately complex reports, letters, memos, statistical information, and meeting minutes.

Files correspondence, forms, reports and other materials.

Operates standard office equipment as well as computer programs including Microsoft Word, Excel, & Publisher, Quickbooks, ParcelQuest, and Google applications.

Compiles and tracks field data in moderately complex reports submitted to agencies for the Program's quarterly invoicing requirements.

Responds verbally and in writing to requests for information or assistance from citizens, businesses, community groups, etc.

Represents Clean Tahoe Program at special events.

Assists Executive Director in planning, organizing, and publicizing special events and volunteer opportunities.

Takes and transcribes minutes for the Clean Tahoe Program Board of Directors, in addition to preparing board packets. Prepares and stores hard copy files of Board Meeting packets. Contacts each Board member via telephone as a reminder before each Board meeting.

Implements and tracks all monthly, semi-annual, & annual contracted billing using Quickbooks to generate invoices for certain contractors.

Establishes and maintains a general filing system.

Creates and maintains binders each fiscal year for each agency Clean Tahoe Program is contracted with.

Maintains a current mailing and phone list.

QUALIFICATIONS OF THE PROGRAM ASSISTANT:

Knowledge of basic office practices, procedures and equipment. Working knowledge of and usage of office equipment and software including Microsoft Word, Excel, and Publisher as well as current QuickBooks software.

Ability to communicate effectively, orally and in writing, at a level necessary for successful job performance.

Ability to establish and maintain an effective working relationship with other employees and the general public.

Ability to accurately maintain office and clerical records, assemble and organize data, and prepare reports from such records and data. Ability to accurately type 40 words per minute.

Working knowledge of the structure and function of local government agencies and their interaction with private organizations in implementing litter abatement program.

Knowledge of arithmetic and higher mathematical skills.

Knowledge of the correct usage of the English language, i.e. grammar, punctuation, spelling, and proper business form correspondence.

Ability to understand and follow written and oral instructions. Ability to learn assigned clerical tasks readily, and to adhere to prescribed routines, procedures and duties with many interruptions.

Ability to learn the organization, procedures and operating details of the Clean Tahoe Program.

EXPERIENCE AND TRAINING OF THE PROGRAM ASSISTANT:

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying.

Pre-employment drug screening and a DMV printout are required.