

Now HIRING!



ADMINISTRATIVE ASSISTANT II Recreation Division & Human Resources

Join us in our mission to enrich the quality of life for our community by preserving and enhancing recreational opportunities, parks, and open space.

What you'll focus on:

- Streamlining Division Operations
- Delivering Exceptional Customer Service
- Maintaining a Variety of Spreadsheets
- Managing Records Retention
- Preparing Agendas, Meeting Notices, and Minutes
- Ensuring Documents Meet District Requirements
- Handling Meeting Logistics
- Monitoring Office Supply Inventory

Ideal Candidate:

- 1 year of college-level coursework or technical certificate and 3 years of administrative experience, or an equivalent combination of education and experience
- Strong communication and math skills
- Skilled in using Microsoft Word and Excel*
- Good judgment and the ability to build positive relationships
- Required Upon Hire:
 - Valid Drivers License
 - Clear DOJ Background Check and Negative TB Test
- First Aid & CPR/AED Certification within 90 days of hire
- CA Notary License within 6 months of hire

*Candidates selected must successfully complete skills testing for further consideration



...Where work feels like Play!

Full-time Hourly Rate

\$32.79 - \$39.86
Open Until Filled

Benefits



Retirement Plan through the California Public Employees' Retirement System (CalPERS) and a 457 Plan with a District Matching Contribution



Medical, Dental & Life Insurance Available
Vision Reimbursement



Holidays (10)
Vacation (2 weeks)
Floating Holiday (3)
Sick Time

Apply today!



For complete description, visit:

crpd.org/hr

OR SCAN THE QR CODE

Ready to JOIN THE FUN!?

Join

the Conejo Recreation & Park District Team!

Are you ready for a job where you can have fun, make a difference, and enjoy the natural beauty of the Conejo Valley? Look no further! The Conejo Recreation & Park District (CRPD) is more than just a workplace—it's a family, a community, and a chance to be part of something meaningful.

Why CRPD is
the place for *you!*

- **Family-Oriented Environment** – We value work-life balance and foster a supportive atmosphere where everyone feels like part of the team.
- **Flexible Schedules** – Life happens, and we get it! Our flexible approach allows you to find the perfect balance between work and personal commitments.
- **Make a Difference** – Every day is an opportunity to positively impact the lives of others. Whether it's hosting a community event or assisting a patron with facility rental, your work will matter.
- **Creative Freedom** – We encourage out-of-the-box thinking. Bring your ideas to life and shape the experiences that our community loves.
- **Public Interaction** – Meet new people, build relationships, and create memorable experiences for our community members.

We're looking for Professionals who are:

- **Great Communicators** – Enjoy building relationships and exchanging ideas.
- **Professional & Positive** – You bring a can-do attitude and approach every task with integrity and enthusiasm.
- **Organized & Detail-Oriented** – You excel at keeping things running smoothly, staying on top of tasks, and ensuring nothing slips through the cracks.
- **Critical Thinkers & Problem Solvers** – You enjoy a challenge and tackle it with confidence.
- **Mission-Focused** – You're passionate about enriching the quality of life for our community by preserving and enhancing recreational opportunities, parks, and open space.

Enrich, engage, explore!



Visit www.crpd.org/hr

to explore current job opportunities and apply today!



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