



CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

Accredited with Excellence from the California Association of Joint Powers Authorities

Administrative Assistant

Annual Salary: \$74,500 - \$ 89,400

The California Joint Powers Risk Management Authority (CJPRMA) is accepting resumes for the position of Administrative Assistant. This is an exceptional opportunity for an administrative who is skilled in a variety of office tasks to join our team and provide exemplary service to CJPRMA's members.

ABOUT THE AGENCY

Formed in 1986, the California Joint Powers Risk Management Authority (CJPRMA) acts as a risk-sharing program providing excess liability coverage to its membership and is dedicated to maintaining a commitment to excellence in the protection of its member entities from catastrophic liability and other financial losses. Governed by a board of seventeen Directors, CJPRMA boasts a total participation of 51 agencies throughout Northern California. Additional services are provided to the members through the risk management program, including a variety of training programs and extensive consultation services. CJPRMA values ongoing education and participation in public agency organizations such as CAJPA, AGRiP, PARMA, PRIMA, and CSMFO.

Mission Statement

The California Joint Powers Risk Management Authority is a member-directed excess liability risk retention pool that is dedicated to protecting its members from catastrophic losses and meeting the needs of its members by:

- Providing comprehensive, stable, and affordable excess liability coverage
- Offering competitive and flexible coverage programs
- Delivering quality risk management services
- Preserving financial strength and solvency

Vision

Meeting the evolving needs of our members.

ABOUT THE POSITION

The position performs highly responsible, complex general and specialized administrative and clerical duties.

REPORTING RESPONSIBILITIES

Receives general supervision from and reports directly to the General Manager and his/her designated representative.

ESSENTIAL AND IMPORTANT DUTIES

- Composes correspondence independently or as directed; prepares letters, reports and other finished copy from rough draft and marginal notes; reviews, formats, and edits general correspondence for the General Manager, Finance Officer, Claims Administrator, and other personnel, ensuring proper formatting, grammar, and punctuation.
- Attends Board of Directors meetings, takes and transcribes minutes. Prepares meeting agendas and Board packets. Posts meeting notices, agendas and minutes to various locations and website.
- Coordinates and schedules a variety of meetings and other events/activities, tracks number of attendees, coordinates site locations, and arranges for necessary supplies and refreshments.
- Maintains and updates a variety of agency files, records, lists, and databases. Enters data/information into Risk Management Information System, to maintain and update data/information. Generates a variety of reports from database system(s). Scans and files documents into an electronic data warehouse.
- Receives, opens, time stamps, and distributes incoming mail.
- Receives and reviews invoices, identifies appropriate general ledger code, enters information into system, generates checks for payment of invoices, obtains necessary signatures, and mails payment to vendors.
- Answers multi-line telephone, screens callers/customers, responds to questions and provides general information regarding. Refers callers/customers to the proper individual for handling when appropriate.
- Monitors, maintains, and updates information on the Authority's external website and intranet. Ensures that information is accurate and current and provides feedback and updated information to the webmaster.
- Gathers and compiles data and information for general purposes and/or special reports or projects such as the annual report; contacts other divisions, employees, agencies, and individuals for additional material, as necessary.
- Operates a variety of office equipment, including copiers, scanners, fax machines, computers, and printers.
- Provides administrative support to the General Manager, Finance Officer, Claims Administrator, and other staff, as necessary. Maintains calendars, schedules

appointments/conference rooms, screens appointments and/or refers to appropriate sources to organize and coordinate staff appointments.

- Designs and creates a variety of brochures, flyers, newsletters, forms, and/or training materials utilizing graphics/publishing software.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge, skill and ability outlined above is qualifying. A typical way to obtain such knowledge, skill and ability is:

Education: Equivalent to completion of the twelfth (12th) grade, supplemented by computer software, business, and/or administrative courses. An associate's degree or equivalent is highly desirable.

Experience: Three or more years of increasingly responsible administrative experience, which includes experience working with a variety of office software, taking, and transcribing meeting minutes, and preparing a variety of letters and reports.

Possession of a valid California Class C Driver's License is required.

SALARY AND BENEFITS

- \$74,500 - \$ 89,400
- Participation in CalPERS retirement
 - Classic Members: 2.7% @ 55, 8% employee contribution
 - PEPR: 2% @ 62, 7.75% employee contribution.
- Employer contribution of \$1,779 per month towards health benefits
- Life insurance and Disability Insurance
- Tuition reimbursement

The position is open until filled with a first review of resumes on Monday, August 18, 2025. To be considered for this opportunity, please immediately submit a resume and cover letter directly to: tony@cjprma.org

For questions and further information contact:

Tony Giles, CJPRMA General Manager

Tel: 925-290-1316

Email: tony@cjprma.org

<https://www.cjprma.org/home>