



Midpeninsula Regional Open Space District - *JOB ANNOUNCEMENT*

Executive Assistant/Deputy District Clerk

Annual Pay Range: \$109,021-\$136,165
plus full benefits including CalPERS Pension

Application Deadline: October 12, 2025

Midpen is seeking a bright and energetic self-starter with a passion for the outdoors and preserving open space to join our team as our next top-level Executive Assistant/Deputy District Clerk! If you're a seasoned administrative support professional with experience supporting executive management or a high-level official with a wide variety of complex, responsible, and confidential administrative tasks, including clerk's office experience, then this is an excellent opportunity for your next career move!

ABOUT MIDPEN

Midpen helps plants, animals and people thrive throughout the greater Santa Cruz Mountains region by preserving a greenbelt of more than 70,000 acres of public open space with more than 250 miles of trails in 27 extraordinary preserves, permanently protected for natural resource conservation and ecologically sensitive public enjoyment and education. Midpen is a public agency with a focused mission that guides our work, and where every employee makes an impact. If you are looking for an outstanding opportunity to contribute to the legacy of open space protection, natural resource restoration and outdoor recreation, working with an incredible team of like-minded colleagues, we invite you to apply for this position! At Midpen, we believe open space is for all. Our public lands are shared spaces provided for the community by the community. All people, regardless of background, deserve respect, dignity, safety, and a sense of belonging. Midpen welcomes all people to enjoy the public open space preserves we hold in trust, supporting the mental, physical, and social well-being of our region.

ABOUT THE POSITION

The Executive Assistant/Deputy District Clerk independently performs a full range of highly responsible, confidential, and complex administrative duties to a small team of Executives. Additionally, this classification supports the District Clerk in preparing and delivering the District Board agenda packets, meeting notices, resolutions, and related materials; coordinating District election processes; provides administrative support maintaining the District's records management system; attends Board and Committee meetings and facilitates streaming technology; and functions as the District Clerk in their absence. You will be part of a high-performing and dynamic team. They are a small, hardworking team, consistent work product, great attitude, and fantastic customer service for both external and internal customers who work directly to support Midpen's mission to protect and restore the natural environment and contributes to providing nature's benefits to everyone.

THE IDEAL CANDIDATE

Highly qualified candidates have experience working in a fast-paced environment and have superb interpersonal, written, and verbal communication skills, meticulous attention to detail and outstanding follow through, excellent organizational skills, and the ability to meet critical deadlines. Other central qualities, knowledge, and skills include:

- ◆ A go-getter who has a strong desire to provide high quality executive-level support.
- ◆ Experience in core areas of the Clerk's Office.
- ◆ Team oriented with exceptional collaboration skills.
- ◆ Ability to produce high quality work under pressure and strict deadlines.
- ◆ Demonstrated experience in keeping strict confidence and using the upmost discretion and professionalism.
- ◆ Demonstrated experience interacting and creating strong, positive relationships with various stakeholders, including staff, the public, and the Board of Directors.
- ◆ Demonstrated patience in all interactions and the ability to handle difficult situations and people in a diplomatic manner.
- ◆ Proficient in managing multiple executive calendars.
- ◆ The ability to understand and carry out complex oral and written instructions.
- ◆ Thorough knowledge and skill in utilizing a variety of technology.
- ◆ Ability to work evenings for board meetings/committee meetings, which will include taking minutes and public comment.

- ◆ Knowledge of the applicable federal, state, and local laws, rules, regulations, and ordinances relevant to this position of responsibility, including but not limited to laws regarding the Public Records Act, Brown Act, Political Reform Act, the Government Code, and Elections Code.
- ◆ Prior experience in the public sector is highly desired.

View the full [Job Description](#) on our website.

WORK ENVIRONMENT

The Executive Assistant/Deputy District Clerk will be required to attend evening Board/Committee meetings. Meetings may be held in Los Altos or offsite. This position is part of the General Manager's office at Midpen's office in Los Altos, California. Midpen offers a hybrid office/telecommute work environment for this position.

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- ◆ Equivalent to the completion of the twelfth (12th) grade supplemented by two (2) years of college-level coursework in business or secretarial science and
- ◆ Three (3) years of responsible secretarial experience involving assisting executive management or a high-level officials with administrative duties.

LICENSES & CERTIFICATIONS REQUIRED

Possession of a valid California Driver's License.

BENEFITS

Midpen provides an excellent benefits package including health, life & disability insurance as well as CalPERS pension. Please see the [Benefits](#) page on our website for details.

APPLICATION PROCESS

Apply online at: [CalOpps.org](https://calopp.org)

Deadline to apply: October 12, 2025

Required application items*:

1. Fully completed CalOpps employment application
2. Cover letter
3. Resume
4. Supplemental question responses

* applications without these required items will not be considered.

INTERVIEW SCHEDULE

(Dates are subject to change. We are unable to accommodate individual schedules.)

First Interview (virtual): October 23, 2025

Written Exercise (virtual): October 28, 2025

Second Interview (in person): November 5, 2025

Midpeninsula Regional Open Space District is an Equal Opportunity Employer

Applicants with disabilities may request reasonable accommodation by contacting the Human Resources department at (650) 691-1200 or via email at hr@openspace.org.

Put your passion for Open Space to work!