

## ***JOB ANNOUNCEMENT***

**Position:** Executive Assistant (exempt position)

**Salary:** Dependent on Qualifications, Annual Salary Range **\$80,000 - \$110,000**  
Based on negotiable employment agreement.

**To Apply:** Please submit a cover letter, employment application, and responses to supplemental questions to (no faxes or email):

Administrative Services Manager  
Monterey Bay Air Resources District  
24580 Silver Cloud Court  
Monterey, CA 93940

Applications and complete job description are available at [www.mbard.org](http://www.mbard.org) or call 831-647-9411.  
Background checks are required prior to final job offer.

**Due Date:** Application materials are due by **4:45 p.m. on Monday, May 10, 2021.**

### **Position Description**

Under general direction, performs varied, complex, and confidential administrative, secretarial, and office support tasks in support of the Air Pollution Control Officer (APCO); serves as the Clerk to the Air Pollution Control District Board and Hearing Board; serves as the Fair Political Practices Commission Filing Official; and performs related work as required.

### **Benefits Summary**

**Retirement:** California Public Employees' Retirement System (CalPERS) 2% at 55 plan or 2% at 62 plan, depending on member's CalPERS status at time of enrollment.  
District does not participate in Social Security portion of FICA, only Medicare.

**Health Benefits:** Cafeteria Plan monthly benefits:

- \$886 for employees with no eligible dependents
- \$1,422 for employees with one eligible dependent
- \$1,563 for employees with two or more eligible dependents

District also pays \$143.00 per month towards PERS medical plans.

***Vision and dental coverage for employees and dependents are paid by the District.***

**Life Insurance:** \$50,000 term policy, paid by District.

**LT/ST Disability:** 14 day elimination period for short-term & 90 day elimination period for long-term disability.  
50% paid by employee and 50% paid by employer

**Holidays:** 13 paid days (2 are floating).

**Vacation & Sick Leave:** Negotiable with employment agreement.

**Deferred Compensation:** 457 plan available through payroll deduction. No matching contribution by District.

***Monterey Bay Air Resources District is an equal opportunity employer.***