

JOB ANNOUNCEMENT

Position: **Administrative and Fiscal Specialist** Non-Exempt, confidential position

Salary: **\$31.25 - \$36.54** per hour

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

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 or call 831-647-9411.

Due Date: Application materials are due by 4:45 p.m. on **Tuesday, June 11, 2019**

Position Description

Under general supervision, performs responsible and complex technical and administrative support in the areas of finance, human resources, fleet management, and other assigned functions; serves as back-up to the Administrative Services Manager in his/her absence; 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 \$136.00 per month towards PERS medical plans.

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

Life Insurance: \$20,000 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: 15 Vacation days and 15 Sick Leave days per year. Vacation accrual increases after 10 years of service.

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

Monterey Bay Air Resources District is an equal opportunity employer.