



## Cordova Recreation & Park District Administrative Specialist - Hagan Community Center

<b>SALARY</b>	\$31.95 - \$40.77 Hourly \$2,555.85 - \$3,261.99 Biweekly \$66,452.17 - \$84,811.68 Annually	<b>LOCATION</b>	Hagan Community Center, CA
<b>JOB TYPE</b>	Full-time	<b>JOB NUMBER</b>	2026-00000618
<b>DEPARTMENT</b>	Recreation	<b>OPENING DATE</b>	07/09/2026
<b>CLOSING DATE</b>	7/31/2026 11:59 PM Pacific		

### Description

**The Cordova Recreation & Park District (District) is seeking an experienced Administrative Specialist who is friendly, self-motivated, organized, reliable, and demonstrates excellent communication and computer skills!**

*This is a full-time onsite position with a comprehensive benefits package that includes fully paid (base level plans) medical, dental, and vision for the employee and all eligible dependents along with participation in the CalPERS Retirement System.*

**Typical Work Schedule:** *This position has the option of working a 9/8/80 schedule (Monday through Thursday, 9-hour days; Friday 8-hour day; every-other-Friday off) or a traditional five day (Monday through Friday), 40-hour workweek schedule. Working weekend events may be required on occasion.*

#### Ideal Candidate

The ideal candidate has excellent customer service, administrative, and computer skills using Microsoft Office suite. You are self-motivated, pro-active, flexible, and possess the ability to multi-task in a fast-paced office. The ideal candidate works well with diverse populations, demonstrates excellent communication and organizational skills and has the ability to build and maintain positive working relations with staff, community partners and the general public.

#### Summary Description

Under general supervision of assigned management staff, coordinates and oversees assigned functions of a department or division including the office management, communication flow, and supervision of the customer service/administrative staff; provides highly responsible, specialized, and technical office support activities, with principal clerical responsibility for a variety of complex but well defined District-wide administrative functions; provides information and assistance to the public in a friendly and professional manner; coordinates administrative and clerical activities among departments; and performs related work as required.

#### Distinguishing Characteristics

The Administrative Specialist class is distinguished from the Administrative Assistant by the difficulty and complexity of duties, access to confidential and financial information, and the technical and functional supervision of assigned staff. This class is characterized by the responsibility to develop, manage, and coordinate policies, programs, and financial operations of a complex organization. Incumbents exercise decision-making authority.

## Essential Functions

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Coordinate and oversee the administrative functions of the department; collect, compile, research, and analyze information from various sources on a variety of administrative and specialized topics related to programs administered by the position or by management staff; report findings; ; obtain management review and approval as needed.
- Prepare and proofread a wide variety of reports, manuals, publications, letters, memoranda, correspondence, and statistical charts related to assigned area of responsibility.
- Coordinate departmental activities with other departments, divisions, units, and outside agencies; assist with recruitment activities for assigned area as necessary; represent the department in committee meetings; respond to complaints and requests for information.
- Train staff to assist the public; answer inquires related to District services, programs and operations; enroll participants in assigned programs.
- Prepare and develop customer service policies for all District facilities while working with District personnel to ensure customer satisfaction.
- Assist in marketing and advertising assigned programs to the general public.
- Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Assist assigned department or division with the administration and maintenance of software, policies, forms, and feedback from the public.
- Assist management staff with complex administrative functions such as upkeep of assigned financial records, maintenance of personnel and confidential records, and other duties as assigned.
- Assist or coordinate investigations related to tort claims; make comprehensive recommendations on the formulation of policy; conduct and participate in training and education programs regarding such issues.
- Assist management staff in preparing and administering assigned budget including monitoring budget accounts and expenditures.
- Assist in evaluating services performed and costs for services, equipment, and supplies obtained through outside contractors.
- Perform office support activities including money/cash handling, opening and distributing mail, processing outgoing mail, and ordering and picking up office supplies.
- May assist in assigning work, making hiring decisions, supervising, training, disciplining, and evaluating performance of subordinate full-time and part-time staff and volunteers.
- Drives throughout the District to conduct related business as needed.
- Perform related duties as required.

## Minimum Qualifications

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Operational characteristics, services and activities of assigned program area.
- Advanced principles and practices of public and business administration.
- Government functions and organization.
- Basic methods and techniques of data collection, research and analysis.
- Basic principles and practices used in the development and administration of assigned programs.
- Customer service techniques, practices, and principles.
- Methods and techniques of proper phone etiquette.
- Professional office etiquette with excellent grammar, spelling, and writing.
- Mathematical principles.
- Principles of lead supervision and training of administrative staff.

- Principles of business letter writing.
- Principles and procedures of record keeping and filing.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**Ability to:**

- Perform a variety of administrative duties and activities of a general and specialized nature in support of assigned programs and functions.
- Coordinate and administer assigned programs and functions.
- Understand, interpret, and apply general administrative and departmental policies and procedures.
- Respond tactfully, clearly, concisely, and appropriately to inquiries related to area of responsibility.
- Gather and analyze complex data.
- Identify problems and central issues.
- Reason logically and critically.
- Perform, analyze and document research.
- Read and understand laws and regulations.
- Recommend and implement changes and improvements.
- Read and speak English at a level necessary to understand policies and District documents and communicate with customers.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Understand and comprehend the needs of the general public while balancing other various in-house staff deadlines.
- Have a clear understanding of the various parks, facilities, and programs in order to assist the general public with their questions.
- Exercise sound judgment when initiating processes, actions, and alternatives within established procedures and regulations.
- Must meet Department and teamwork guidelines as defined in the performance standards.
- Type and enter data into the computer at a speed necessary for successful job performance.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Drive a District or personal vehicle to conduct District business and related tasks.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:* Equivalent to an Associate's degree from an accredited college or university with course work in public administration, communications, business administration, accounting, finance, organizational development, human resources, information technology, or closely related field, and two years of research, administrative support, or analytical experience. A Bachelor's degree is highly desirable. Additional years of experience may be substituted for required education.

**License or Certificate:**

Possession of valid Class C (basic, non-commercial) California driver's license is required.

**Additional Requirements:**

Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks  
Required to take and pass a drug screening.

**Supplemental Information**

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Work is performed primarily in a standard office environment with extensive public contact and constant

interruptions.

**Physical:** Sufficient physical ability and mobility to work in an office setting; to sit or stand for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to use standard office equipment requiring repetitive hand movement and fine coordination including the use of a keyboard; to attend off-site meetings; to lift and carry items weighing up to 20 pounds; to make frequent decision-making and concentration; frequent public and coworker contact; occasional working alone; frequent repetitive motion, writing, grasping, holding and reaching; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.**

**Pre-Hire Requirements:**

Before an employee is hired, they must successfully complete pre-employment requirements including, but not limited to: fingerprinting and background check, reference check, DMV check, licensure/certification check, and proof of eligibility to work in the United States in accordance with Immigration and Reform Control Act of 1986. All job offers are contingent upon the successful completion of a pre-employment drug screen through the District's designated physician.

**How to Apply for this Position:**

An applicant must submit, during the application filing period, an online application and attach any supplemental information as required in the job announcement which may include submitting responses to a supplemental questionnaire. Online resumes and other unsolicited materials may be attached, but will not be considered in lieu of the required online application, unless otherwise specified in the job announcement. The District reserves the right to limit the number of online applications when necessary. Applicants are responsible for maintaining/updating their contact information through the online application system.

**SELECTION PROCEDURES**

**Initial Selection Review:**

The Cordova Recreation & Park District reviews all initial application materials to identify qualified applicants. Applications will be screened against the criteria outlined in this job posting, the minimum qualifications, responses to the supplemental questions, and other needs of the position. The best qualified candidates will be invited to a series of panel interviews at a date that is to be determined.

**Testing:**

Testing for this position or any other position may include, but is not limited to the following: written exam, practical exam, panel interview, etc. If a revision is made to a testing component during a recruitment process, the assigned recruiter will notify by email all affected applicants.

**Americans with Disabilities Act (ADA) Accommodation:**

In accordance with the Americans with Disabilities Act, anyone who needs reasonable accommodation to complete a job application, pre-employment testing, or a job interview, please contact the assigned recruiter. Cordova Recreation & Park District is committed to the full inclusion of all qualified individuals and will ensure that people with disabilities are provided reasonable accommodations for the hiring process.

**Withdrawing from Recruitment Process:**

Whenever an applicant chooses to withdraw from a recruitment process, they are required to submit an email notification to the assigned recruiter requesting a withdrawal from the process. The email to the recruiter must include the applicant's current phone number.

**Questions:**

All questions regarding this position should be directed to the assigned recruiter.

**NOTE:** The provisions of this publication do not constitute an express or implied contract. Any provision in this publication may be modified or revoked without notice.

**Equal Opportunity Employer:** The Cordova Recreation & Park District is an Equal Employment Opportunity Employer.

**Benefits**

**EMPLOYMENT CLASSIFICATION:** Regular Full-Time, Exempt

**SALARY:** Employees are eligible for merit increases from 1 to 5 salary steps after the first year of employment, and thereafter annually based on their work performance and until they reach the top of their step salary range.

**SOCIAL SECURITY:** Authority employees are covered by Social Security; therefore, they are required to contribute (6.2%)

**MEDICARE:** Employees hired after March 31, 1986, contribute 1.45% to Medicare.

**RETIREMENT:** Employees are enrolled in a defined benefit retirement program under the CalPERS Retirement System as follows:

\*If hired prior to December 31, 2012, 2% at age 55 retirement formula, employee contributions 7% of compensation earnable.

\*If hired after December 31, 2012, without reciprocity, 2% at age 62 retirement formula, employee contributions 8% of compensation earnable.

**DEFERRED COMPENSATION:** Employees in regular or limited-term positions may at their choice participate in the District's CalPERS 457 deferred compensation plan.

**MEDICAL BENEFIT:** Employees have a choice of Sutter, Western Health Advantage or Kaiser medical plans. The District contributes 100% toward employee and dependent medical premiums for a High Deductible Plan with a generous employer contribution toward a Health Savings Account (HSA) or a low Co-pay Plan with either carrier. Employees have the option to pay extra to enroll in a premium Co-Pay HMO plan or opt out and be paid 50% of the premium as taxable wages if already insured.

**DENTAL/VISION CARE:** The District contributes 100% toward employee and dependent dental and vision premiums provided by Mutual of Omaha.

**LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE:** The District provides Term Life and AD&D equivalent to one year gross salary.

**LONG TERM DISABILITY:** The District contributes 100% toward employee long term disability plan provided by Mutual of Omaha.

**VACATION:** Full-time eligible employees begin to earn paid vacation time according to the schedules set forth below. Vacation time begins to accrue beginning with the employee's first day of employment. However, employees will not be entitled to take paid vacation time until after six (6) months of employment with the District unless approved by the General Manager.

Years of Employment	Hours Per Month	Hours Bi-Weekly	Max Accrual of Hours
1 - 5 Years	8.0	3.69	192
6 - 10 Years	10.0	4.62	240
11 Years	10.7	4.92	256
12 Years	11.3	5.23	272
13 Years	12.0	5.54	288
14 Years	12.7	5.85	304
15 Years	13.3	6.15	320
After 15 Years	14.0	6.46	336

**HOLIDAYS:** All Regular Full Time employees of the District shall be entitled to the following eleven (11) fixed holidays with pay:

- New Year's Day, January 1st
- Martin Luther King Day, Third Monday in January
- President's Day, Third Monday in February
- Memorial Day, Last Monday in May
- Independence Day, July 4th
- Labor Day, First Monday in September
- Veteran's Day, November 11th
- Thanksgiving Day, Fourth Thursday in November
- The Friday following Thanksgiving Day, Fourth Friday in November
- Half day or four (4) hours on Christmas Eve, December 24th
- Christmas Day, December 25th
- Half day or four (4) hours on New Year's Eve, December 31st

In addition, all regular full-time employees shall be issued two (2) floating holidays per calendar year starting January 1st.

**SICK LEAVE:** Sick leave is earned at the rate of 3.69 hours per pay period (equivalent to eight hours per month), beginning with the first month of employment. All unused sick leave may be carried forward into ensuing years and become part of the current allowance. There is no limit to the amount of sick leave that can be accumulated. Sick leave cannot be used until earned.

**ADMINISTRATIVE LEAVE:** Regular full-time exempt employees are granted eighty (80) hours of Administrative Leave each calendar year. Administrative leave hours may be carried over from one fiscal year to the next, up to the 80.00 hour ceiling. New employees or employees becoming eligible due to a promotion receive Administrative Leave on a prorated basis, with six point six seven (6.67) hours granted for each full calendar month remaining in the calendar year with a maximum of 80 hours.

**UNIFORMS:** Uniforms are provided to employees in designated positions.

**Employer**

Cordova Recreation & Park District

**Address**

11070 White Rock Road  
 Suite 130  
 Rancho Cordova, California, 95670

**Phone**

(916) 842-3300

**Website**

[cordovarpd.gov](http://cordovarpd.gov)

**Administrative Specialist - Hagan Community Center Supplemental Questionnaire**

**\*QUESTION 1**

Applicants are asked to complete this supplemental questionnaire as part of the screening and selection process. The information you provide will be reviewed to help determine your eligibility to move forward. To ensure a fair process, please provide complete and accurate responses. Incomplete answers, omissions, false statements, or referring to your resume instead of responding may affect your eligibility. Do you agree to answer each supplemental question honestly and understand that your responses may be verified against the information in your application?

- Yes  
 No

#### \*QUESTION 2

The Administrative Specialist is an in-person position with the option of working a 9/8/80 schedule (Monday through Thursday, 9-hour days; Friday 8-hour day; every-other-Friday off) or a traditional five day (Monday through Friday) 40-hour a week schedule. Working weekend events may be required on occasion. There are no regular hybrid or remote schedules available. By checking the box below, you acknowledge your understanding of the schedule for this position.

- I acknowledge understanding of the schedule for this position.

#### \*QUESTION 3

The annual salary range for this position is \$66,452.17-\$84,811.68. By checking the box below, you acknowledge your understanding of the salary paid for this position.

- I acknowledge understanding of the salary paid for this position.

#### \*QUESTION 4

Briefly explain your motivation for applying for this position and the skills and abilities you possess that you believe will benefit the Cordova Recreation & Park District.

#### \*QUESTION 5

What is your experience using Microsoft Office suite? (i.e. Outlook, Word, Excel, PowerPoint, etc.) Please give a detailed answer on programs used and what types of forms/documents you've created.

#### QUESTION 6

Do you have experience operating recreation or reservation software? (i.e. take and book reservations; utilize a Point-of-Sale system to sell services or merchandise) Please describe.

#### \*QUESTION 7

This position requires the ability to drive a vehicle throughout the course of work to conduct District related business. Do you currently possess a valid Class C (basic, noncommercial vehicle) California Driver's License?

- Yes  
 No

#### \*QUESTION 8

After reviewing the job description, are you able to perform all of the essential functions of the job with or without accommodation?

- Yes  
 No

\* Required Question