



ABOUT THE POSITION:

Under general direction, the Administrative Aide performs a combination of outreach, marketing, administrative, customer service, and clerical duties for the Recreation Department. The focus of this position will be on communication and outreach with the public, brochure production, management of social media presence, graphic design, and website management.

THE IDEAL CANDIDATE:

The ideal candidate will be a unique and talented blend of administrative professional, customer service professional, and design/marketing guru. The best candidates will have excellent organizational, communication, design, and writing/editorial skills. Ideally, they will be proficient with the Adobe Suite of tools like InDesign and Photoshop, which will enable them to produce the Recreation brochure. Additionally, the successful candidate will be comfortable with social media marketing, email marketing platforms, and other end-user engagement tools and techniques.

Minimum Requirements include:

- Three (3) years or more of office management and customer service experience with increasing responsibilities.
- High school education or equivalent.

SALARY AND BENEFITS:

\$4,682 - \$6,275/Month

The City of Mill Valley is pleased to offer a comprehensive benefits package that includes health, dental, life, and long-term disability insurances, a 457-deferred compensation plan, retirement through CalPERS and generous leave.

ABOUT MILL VALLEY:

The City of Mill Valley is 10 miles north of San Francisco and 40 miles from California’s famous wine country. Mill Valley is a town with a rich and eclectic cultural history and a lively and engaged citizenry.

Mill Valley is primarily a suburban community, with distinctive residential neighborhoods representing the many eras of the town’s growth from a small mill town to the modern full-service city it is today. Our population’s approximately 14,000 residents live in a 4.8 square mile area, although we serve as the center for a larger unincorporated Mill Valley area with more than 30,000 residents. The City of Mill Valley has a staff of almost 150 regular employees and an annual operating budget of approximately \$41 million.



Photo: Mill Valley Community Center Lobby

ABOUT THE DEPARTMENT:

The Recreation Department consists of five divisions: Administration, Community Programs, Citywide Programs, Aquatics & Fitness Center and Community Center. As a department, we take our work seriously, but try not to take ourselves too seriously. Known as the “fun” department, we strive to foster a collaborative and collegial atmosphere among staff. We believe in providing high quality programs, activities, and events to the community, offering excellent community service, and remaining adaptable and responsive to our residents’ needs and expectations.

With 20+ benefitted staff and over 150 part-time staff and independent contractors, a \$5.3 million operating budget, and oversight of the Community Center complex, Arts Commission event programs. The department offers a full range of arts and recreation facilities, programs, and services and support for residents, businesses, and City departments.

APPLICATION INSTRUCTIONS:

1. To apply, please visit www.CalOpps.org.
2. Utilizing the application process in the above link, **please also upload your Cover Letter and Resume.**

Resumes will not be accepted in lieu of the City’s official application form, but should accompany the application.

Filing deadline is 11:59 P.M. Sunday, June 2, 2019.

INTERVIEWS – SAVE THE DATE:

Please keep this in mind as you apply. Interviews are *tentatively scheduled for:*

- 1st Round Interviews: Thursday, June 6, 2019**
- 2nd Round Interviews: Thursday, June 13, 2019**

The City of Mill Valley is an Equal Opportunity Employer.