



Arcade Creek Recreation & Park District ADMINISTRATIVE SERVICES COORDINATOR

Reports to: General Manager
Classification: FLSA Non-Exempt
Date Prepared: October 16, 2025
Salary Range: \$26.96 - \$32.96 DOE

Accepting Applications Until 11/7/2025

*Applicants must submit a resume, cover letter, and ACRPD application to be considered
info@arcadecreekrpdc.gov * www.arcadecreekrpdc.gov*

Job Summary/Definition

Under the general supervision of the General Manager, performs accounting and fiscal support, payroll, secretarial duties, employee benefits, customer service, reservation systems, and assists other staff with the preparation and implementation of related programs and services. Assists the Administrator as required and performs other duties as required.

Essential Functions

- Under direction, administers employee benefit programs including Workers' Compensation, unemployment insurance, and health and retirement programs.
- Maintains accurate records of revenues and expenditures and compiles related reports. Responsible for accounting of all monies received by the District.
- Maintains accounts payable and receivable records. Reconcile bank accounts.
- Maintains, distributes, and accounts for petty cash.
- Processes payroll and maintains all personnel records, including the maintenance of timesheets, compensation time, sick leave, and vacation time accrual.
- Attends District Board meetings and assists with General Manager with board production of board-related materials. Maintains all records for the Board archives.
- Prepares all claim forms for vendor payments and maintains files with claims information. Submits claims and invoices to the County Auditor's office for payment. Verifies claims paid by the County Auditor's office through monthly reference to Compass reports.
- Maintains District file systems and performs other record-keeping activities.
- Responds to inquiries and complaints on various district functions and services, answers the telephone, greets the public, provides information as necessary, and registers people for District programs and facility rentals as needed.
- Assists with park maintenance operations and related services as needed.
- Acts as secretary to the General Manager.

- Assists other District staff with the preparation and implementation of related programs, services, and activities.
- Assists with special events and other recreation program services as needed.
- Coordinates the management of District rental and facility services.
- Other duties and responsibilities as assigned.

Qualifications Guidelines

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

Knowledge of:

- Principles, practices, and procedures of District office operations and services.
- Payroll, development, and report requirements.
- Laws, rules, and regulations regarding the maintenance of payroll information, Workers' Compensation, and unemployment insurance.
- Facility rental and utilization.
- Development and maintenance of fiscal and accounting records.
- Project coordination and scheduling.
- Purchasing methods and procedures.
- Personal computers and software.

Ability to:

- Plan, organize, manage, and supervise the District office operations and functions.
- Develop and maintain the District payroll.
- Maintain responsibility for Workers' Compensation cases and requirements.
- Oversee facility rental and utilization.
- Use computer hardware and applicable software packages in the performance of office management, payroll, benefit, and insurance functions.
- Develop and maintain effective working relationships with community organizations, the general public, co-workers, the business community, other government agencies, and those contacted during the course of work.

Experience

Four years of increasingly responsible experience in the performance of a variety of office administration, payroll, and fiscal support functions. Experience with financial software and accounting, Workers' Compensation administration, and other insurance programs is highly desirable.

Training and Education

Equivalent to graduation from high school is required, a college degree preferred, supplemented by certification, coursework, or training in areas related to accounting,

human resources, risk management, and office administration. Pertinent federal, state, and local laws, regulations, and rules.

Physical Demands

While performing the duties of this class, the employee is constantly required to sit and occasionally to stand and walk. Finger dexterity and light grasping are required to handle, feel, or operate computer hardware and standard office equipment, and reach with hands and arms above and below shoulder level. The employee occasionally bends, stoops, lifts, and carries records and documents, frequently weighing less than 20 pounds. Occasionally, the employee may move file boxes weighing up to 50 pounds. Sensory demands include the ability to see in the normal range, talk, and hear.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks while meeting deadlines; interact with, staff, management, contractors, vendors, and the general public.

Work Environment

The employee frequently works in an office environment with controlled temperature settings. The noise level is moderate, typically below 70 decibels.

Benefits

- Vacation: 10-20 vacation days per year, depending on length of service
- Sick Leave: Seven (7) days of sick leave per year
- Holidays: Thirteen (13) paid holidays per year
- Health: The District provides paid full medical leave, dental and vision for employees only - non-credit offset.
- Retirement: In addition to social security, the District participates in the CalPERS retirement Program.

Equal Opportunity Statement

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the Arcade Creek Recreation and Park District will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Further, the District does not discriminate based on race, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, religious affiliation or beliefs, sex, age, disability status, marital status or pregnancy.