



September 10, 2019

The Government Training Agency is currently recruiting for the following position:

Title: Office Assistant (Part-Time)

About us: The Southern California Intergovernmental Training and Development Center (ITDC) operates under the name of Government Training Agency (GTA) and is often referred to as the San Diego Regional Training Center (RTC). The GTA is a governmental agency created in 1972 via a Joint Powers Agreement, and today, its member agencies are comprised of all eighteen cities within the County of San Diego and the County of San Diego. The GTA was created to provide high quality training and organization development consulting services to public agencies at a reasonable cost and to assist the parties of the agreement in their efforts to develop and implement employee training programs, including the holding of seminars, training institutes and other education courses. The GTA is self-supporting, deriving its revenue from grants and from payments for services rendered to its member parties and other participating agencies.

Description: The Office Assistant is responsible for working with and assisting all other GTA staff on current projects, providing support where needed in the presentation of local government training programs, public service contracts and law enforcement training programs. This position may be tasked with independent projects under the direction of other GTA staff.

Status: Non-Exempt

Hours: Up to 20 hours per week

Compensation hiring range: \$12 - \$15 per hour

Benefits: None

Retirement Program: None

Anticipated Start Date: Immediate

THE IDEAL CANDIDATE:

The ideal candidate will possess a strong work ethic and be willing to work on multiple programs concurrently. They will be able to successfully shift from one project to another on a daily basis without losing effectiveness.

In addition the ideal candidate will:

- Be results orientated with a strong willingness to learn;
- Practice a customer-centric approach;
- Demonstrate effective oral and written communication skills;
- Follow through on commitments;
- Demonstrate strong teamwork and collaboration skills;

Job Duties:

Duties and functions of the job may include, but are not limited to:

Under the direction of management staff

- Manage GTA social media accounts;
- Update, contribute, and manage GTA's Constant Contact database;
- Preparing, processing, filing, and distributing training documents and related materials;
- Assisting other staff in the preparation and distribution of training materials;
- Handling requests for training information and working with management to determine appropriateness of its release;
- Preparing and reviewing correspondence;
- Providing responsive, high quality service to other GTA employees, contractors, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner;
- Providing basic information and referrals for clients;
- Using computers to enter and retrieve information and maintain records of transactions; and
- Performing other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Good understanding of Social Media
- Some understanding of marketing strategies
- Understanding of Microsoft Word, PPT and Excel;
- The operation and uses of general office equipment including computers, word processing systems, copiers and calculators;
- Computerized data and record keeping systems;
- A recognition of good customer service skills;
- Telephone, office, and on-line etiquette; and
- Current technology and trends in social media and marketing.

Skills and Abilities to:

- Effectively communicate in oral and written forms;
- Complete assignments with a high degree of accuracy;

- Use tact and courtesy in dealing with coworkers, city and county government workers, law enforcement officers and the general public;
- Exercise appropriate judgment in answering questions and releasing information;
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds; and

REQUIRED LICENSES, CERTIFICATIONS OR REGISTRATIONS

License

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel.

SPECIAL NOTES

Working Conditions

Incumbents work in an office environment and are exposed to computer screens.

Essential Physical Characteristics:

The physical characteristics described here 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 an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.

Frequent sitting in an office environment is required along with: repetitive use of hands, including simple grasping and fine manipulation; walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, kneeling, power grasping, pushing, pulling, reaching above and below shoulder level, and lifting and carrying of files.

Background Investigation

Must have a reputation for honesty and trustworthiness. Prior to hiring, candidates will be subject to a background investigation and drug testing.

PROBATIONARY PERIOD AND CLASS HISTORY

The person hired for this position shall serve in an "at-will" employment status.

Email Cover Letter and Resume to:

Marisa Messier, Director of Training & HR, mmessier@govtraining.com [Please indicate "Office Assistant Position" in the subject line of the email]

DEADLINE: until filled