



ADMINISTRATIVE ASSISTANT



September 2025

Kern Council of Governments is pleased to announce the position opening of **Administrative Assistant**.

Position Purpose

Under direction, assists with Kern COG management activities such as:

- Finance;
- Budgeting;
- Purchasing;
- Personnel;
- Program administration;
- Policy development;
- Office management;
- Contract administration;
- Public information and;
- Program monitoring.

Employment Standards

Graduation from an accredited college or university with a Bachelor's degree in business or public administration or closely related field. Experience in administrative analysis, budgeting, accounting, personnel or office management; or equivalent combination of education and experience will be considered.

Knowledge of:

- Accounting principles;
- Financial and budgetary management;
- Contract administration and;
- the application of business and personnel administration principles.

Ability to:

- Analyze administrative problems and make appropriate recommendations;
- Prepare, organize and interpret financial and statistical data, tables and charts;
- Compose technical and comprehensive narrative reports;

Typical Job Duties

- Document preparation and processing.
- Researches, collects and analyzes information used for making recommendations regarding budgeting, financial management, cost allocation, procurement, contracting,
- Personnel and operations policy.
- Assists with accounts payable and

receivable.

- Assists with budget planning, development and administration.
- Assists with establishing and implementing legislative goals and office policies.
- Financial/project recordkeeping.
- Payroll processing.
- Personnel-related and/or human resource policies, recordkeeping and training.
- May direct special programs or projects for Kern COG, as assigned.
- Assists with contracts administration and office management.
- Acts as a liaison with other agencies and individuals and serves as a public information source as required.
- Writes technical reports and correspondence related to assignments.
- Using computer software, performs data accumulation, analysis, evaluation, reporting and documentation.
- Project/event coordination
- Performs other related duties as required.

Physical Requirements

Body Position

- Sit to operate the computer, talk on telephone, work at desk and to drive vehicle for travel;
- Sit/stand to work with public and other employees as needed;
- Twist upper body to use office equipment, relocate shelved materials, and talk on the telephone;
- Stand/stoop/crouch/kneel/squat to file or retrieve materials in low cabinets or on low shelves; and
- Walk/stand to deliver materials within the office.

Object Manipulation

- Use the computer – press keys with fingers, both hands;
- Operate a telephone – reach, lift with hand, press keys with fingers;
- Use pens and pencils to record data – grasp by thumb and finger, twist with wrist/hand; and
- Use keys to unlock office and file cabinets – grasp by thumb and finger, twist with wrist/hand.

Weight carrying requirements

- Lift, transport, position, install or remove up to 65 lbs. of paper files, parcels, office supplies,

furniture or equipment within the office environment; for public meetings or workshops; or public outreach events in various locations.

- Occasional work during outdoor events/activities in a variety of weather conditions with or without shade; and
- Work indoors in a carpeted environment to perform office-related responsibilities.

Environmental Demands

- Work under general office noise with telephones ringing, people talking, printers operating, copiers/other office equipment running;

Salary and Benefits

Work Schedule – All full-time Kern COG employees are eligible for a hybrid home/office work schedule.

Salary Range - \$2,229.85 - \$4,237.39 bi-weekly

Health – California Public Employees’ Retirement System (CalPERS)

Kern COG employees contribute 20% towards health premiums for all full-time employees and dependents, and Kern COG contributes the remaining 80%.

Retirement – California Public Employees’ Retirement System (CalPERS)

Tier 2 PEPR Kern COG employees contribute the current fiscal year employee retirement rate towards their retirement plan. The FY 24/25 contribution percentage is 7.75% per pay period. The minimum retirement age is 52, along with 5 years of service, for a maximum benefit of 2% paid out at age 62.

Dental, Vision, Life and Disability Insurance are provided.

Holidays

All full-time Kern COG employees receive 10 days of paid designated holidays per fiscal year, which include half days on Christmas Eve and New Year’s Eve.

Vacation and Sick Hours

Vacation Accrual - Vacation is earned at a rate of 4 hours per bi-weekly pay period for the first 4 years of continuous employment (13 days per year). You accrue Sick Leave at the rate of 3.69231 hours per bi-weekly pay period (12 days per year).

Social Security

All Kern COG employees pay into Social Security.

Recruitment Process:

Please complete the application and submit a resume by email, hr@kerncog.org, by **4:00 p.m. Thursday, October 23, 2025.** For more information and to obtain an application, visit the Kern COG website: <https://www.kerncog.org/category/working-with-kern-cog/employment>.