



The League of California Cities invites your interest for the position of:

Administrative Associate, Member Services

March 2021

Position Description: Administrative Associate, Member Services

Assists with coordinating Cal Cities' professional department activities and meetings; coordinates awards programs for a variety of professional departments; tracks and maintains membership participation in Cal Cities departments; acts as a primary point of contact for membership inquiries; and performs related duties as assigned.

Education & Member Services Department

The Education and Member Services Department is an important leader in providing city officials with opportunities to enhance their knowledge and expertise. Developing more than 30 different single- and multi-day meetings annually, the department delivers a variety of educational and networking programs that range in size from 100 to 2,500 attendees. Individual and collective contributions by team members reflect the department's commitment to quality programming, customer service and excellence.

Cal Cities

Headquartered in downtown Sacramento, since 1898 the League of California Cities has been an active partner in local government. Providing legislative advocacy, educational and informational services to cities, Cal Cities' mission is to enhance the quality of life for all Californians by protecting local control. Reflecting the diversity of California, each of Cal Cities' employees is a vital partner in the organization's mission and success.

Qualifications & Experience

Three (3) years of progressively responsible experience in association management, membership services, or administrative office management or a combination of education and experience which provides the required knowledge, skills, and abilities. Some direct connection to local government is desirable. High school diploma or equivalent GED. Associate's or Bachelor's degree in public administration, marketing, public relations or a related field is preferred.

Work Schedule and Travel

Cal Cities' normal workweek is Monday through Friday, 8:30 a.m. to 5 p.m.
Travel as needed to perform duties and advance organization goals and objectives.

Employment opportunities are located at: www.cacities.org/employment

Reflecting the diversity of California, the League of California Cities is an equal opportunity employer.

Compensation & Benefits

Salary: Depending on qualifications.

Retirement: California Public Employees Retirement System (CalPERS) 2% at 60 for classic CalPERS members; 2% at 62 for new CalPERS members.

Deferred Compensation: Employees may defer up to \$19,500 per year through Cal Cities' ICMA/RC defined contribution plan.

Health/Dental/Vision Insurance: Employees participate in an optional benefit program that includes dental insurance, vision insurance and medical coverage selected from three HMO and two PPO plans.

Life Insurance: Employer-paid \$50,000 life insurance coverage for employees. Supplemental employee-paid coverage is available.

Other Benefits: Under employer's optional benefit program, employees may use a portion of their salaries on a pre-tax basis to cover childcare and/or certain health care expenses.

Vacation: Two weeks annually; three weeks after five years of service.

Holidays: Employees receive twelve paid holidays annually.

Sick Leave: Employees earn twelve days annually.

Recruitment/Decision Schedule

Recruitment for the Administrative Associate will be ongoing until the position is filled. The goal is to complete the recruitment process at the earliest opportunity and welcome the new team member on board as soon as possible.

Application Procedure

Please submit a cover letter, resume and salary requirements to:

- careers@cacities.org
- Enter "Administrative Associate" in the subject line.
- Application deadline: 3/15/21

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