



The City of Morro Bay  
is seeking a  
**PART-TIME**  
**OFFICE ASSISTANT**  
**\$19.17-\$21.15/hr DOE (limited benefits)**

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**About the Department**

Morro Bay Recreation Services provides the citizens with recreational opportunities in team and individual sports, aquatics, fitness, youth services and facility rentals. With an increased emphasis being placed on "Quality of Life," this Department is committed to meeting the growing needs of the participants, both young and old, for constructive, creative and meaningful leisure time activities.

**About the Position**

Under general supervision of the Recreation Services Manager, the successful candidate will assist in the day-to-day administrative duties of the Recreation Services Division, perform and coordinate a variety of routine and complex administrative work. The position is year-round with approximately 1,000 hours allocated per fiscal year.

**Typical Assignments and Duties**

Performs departmental record keeping, input of computer data and general clerical support activities; inputs computer information regarding program activities and facility rentals; assists the public at the counter and on the phones; accepts registration monies and prepares receipts; assists with accounts payables/receivables and records for department cash drawer; performs related duties as assigned.

**Knowledge of:** Current operations, rules and policies of the department; methods of public and business administration as applied to a municipality; modern office methods, machines, procedures and practices; business English including vocabulary, correct grammatical usage and punctuation; Windows based computers and related software including word processing and spread sheets; laws, regulations, and ordinances affecting the City's operations.

**Ability to:** Perform assigned duties with supervision; make arithmetical calculations with speed and accuracy; prepare and maintain accurate and complete records and reports; understand and carry out oral and written directions; effectively meet and deal cooperatively with the public; maintain cooperative working relationships.

**Application Process**

Complete City employment application available on the City's website at [City Application](#).

**OPEN UNTIL FILLED**

Electronic submittals are strongly preferred and should be directed to Laurie Goforth of the Human Resources Department at [lgoforth@morrobayca.gov](mailto:lgoforth@morrobayca.gov) and include the following: Completed application, cover letter; and resume. The successful candidate must pass the City's background check.

Equal Opportunity Employer