

THE COUNTY OF PLACER, CALIFORNIA, IS SEEKING A
HIGHLY SKILLED PROFESSIONAL FOR THE UNCLASSIFIED CONTRACT POSITION OF

PART-TIME DISTRICT AIDE

PLACER COUNTY DISTRICT 5 SUPERVISOR'S OFFICE

HOURLY PAY: \$28.78/HOUR



TO APPLY FOR THIS EXCELLENT OPPORTUNITY, submit an application, resume, and cover letter via the County's website at jobsatplacerounty.com. This recruitment is open until filled.



The Office of the Placer County District 5 Supervisor is seeking a self-motivated, organized, and service-oriented individual with a passion for public service to join our team as a Part-Time/Extra-Help District Aide. This is an exciting opportunity to support the Supervisor's work in addressing the needs of our diverse communities, spanning from the foothills to the Tahoe region.

KEY RESPONSIBILITIES

The District Aide will play a key role in serving constituents and supporting the efficient operation of the Supervisor's office, including but not limited to:

- Responding to voicemails and assisting constituents with inquiries, concerns, or basic casework needs.
- Researching constituent questions or issues and collaborating with County departments, community organizations, and other entities to provide solutions or information.
- Maintaining clear communication with constituents throughout the resolution process to provide updates and information.
- Assisting with correspondence, including drafting letters, certificates, and other written communications.
- Supporting community outreach and engagement efforts, including event coordination and maintaining contact lists for local groups and organizations.
- Performing other duties as assigned to ensure the delivery of excellent service to the public.

THE IDEAL CANDIDATE

The ideal candidate is a compassionate and resourceful problem-solver with excellent communication and organizational skills. They should be detail-oriented, able to work independently, and committed to serving the public. Moderate to advanced knowledge of Microsoft Office (Word, Excel, and PowerPoint) is preferred. Familiarity with District 5 and Placer County is a plus.

HOURS, PAY, AND LOCATION

This is a part-time position with flexible hours and a starting pay of \$28.78 per hour. Work may include occasional evening or weekend events. The position is based in Auburn, California.

HOW TO APPLY

Interested candidates should submit an application, resume, and cover letter via the County's website at jobsatplacercounty.com. This recruitment is open until filled.

**JOIN US IN SERVING AND MAKING
A DIFFERENCE IN PLACER COUNTY!**



Placer County is located north of the capital city of Sacramento and is conveniently near two major airports: Sacramento International Airport and Reno-Tahoe International Airport



ECONOMICALLY STRONG COUNTY

Median household income of \$99,734 and median home value of \$539,400



Placer County has good student-teacher ratios, high graduation rates, and exceptional test scores



TOP 10

PLACES TO RAISE A FAMILY IN CALIFORNIA

Placer County reached number 7 out of 58 in 2023



50%

RESIDENTS HAVE AN ASSOCIATE'S DEGREE OR HIGHER

THE PLACER COUNTY REGION OFFERS A WONDERLAND WITH FOUR DIVERSE SEASONS TO ENJOY THE OUTDOORS



420,717

TOTAL POPULATION



Placer County ranked highly in longevity, quality of life, social behaviors, and access to clinical care



41.8

MEDIAN AGE



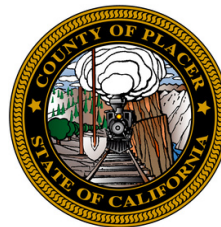
VIBRANT COMMUNITIES WITH EXTRAORDINARY POTENTIAL

Placer County is an extraordinary community characterized by a healthy and diverse economy, an attractive business environment, and residents who benefit from high-quality educational, safety, and healthcare infrastructure in addition to a wide variety of outstanding recreational opportunities. The government center of Placer County is located in Auburn and is well-positioned 30 miles northeast of Sacramento, the State capital. The total population is approximately 420,717 in unincorporated and incorporated areas of the County combined (Auburn, Colfax, Lincoln, Loomis, Rocklin, and Roseville), including areas of the Sierra Nevada region, the foothills of Auburn, the historic Gold Country, and North Lake Tahoe. Encompassing 1,506 square miles, Placer County is part of the greater Sacramento region, including El Dorado, Sacramento, Sutter, Yolo, Nevada, and Yuba counties. Lake Tahoe, nature's crown jewel of the Sierras, is a short 90-minute drive from the western-most points of the County.

EMPLOYER OF CHOICE AND COUNTY GOVERNANCE

Placer County is consistently ranked first for its quality of life and is one of the healthiest counties in California. Home to Sierra College and Jessup University, with plans for two additional universities to be developed in the western part of the County, Placer also offers a variety of exceptional outdoor recreation opportunities and scenic open spaces. A wide range of housing options exist in the County including multi-family, small lot suburban and urban residential projects, ranchettes, larger rural residential properties, and extensive farmlands with a mix of farming and ranching opportunities. Outdoor recreation activities in Placer County are abundant all year long, from hiking and biking to horseback riding, rafting, snowshoeing, and skiing. Placer County has a strong heritage as part of California's Gold Country and is considered the Gateway to the Sierra.

The County is governed by a five-member Board of Supervisors elected to four-year terms by voters within their respective districts. Six County officials elected at-large are responsible to the Board on budgetary and operational issues. The remaining majority of department heads are appointed and work at the pleasure of the County Executive Officer. Placer County is stable financially due to fiscally prudent decision-making and effective policy setting over the past few decades. Given this stability, the County has been able to achieve its mission to provide responsive, efficient, and effective public services in keeping with its budget and financial policies. The County's budget for FY 2024/25 is \$1.22 billion with a current staff of approximately 2,800 funded positions.



Placer County is an Equal Opportunity Employer and is committed to an active nondiscrimination program.

HUMAN RESOURCES DEPARTMENT
Equal Opportunity Employer
145 Fulweiler Avenue, Suite 200
Auburn CA 95603

(530) 889-4060
www.JobsAtPlacerCounty.com