
LINDA LARSON

Skills Summary

I possess excellent communication and interpersonal skills and foster positive relationships within the board and external partners. I am committed to transparency, accountability, and community engagement.

Experience

San Lucas Water District

Secretary - Clerk

- Serve as a liaison between the board, staff, and the public.
- Scheduled, coordinated regular board meetings, and notified board members and the public.
- Maintain accurate and up-to-date records of board meetings, decisions, and official communications.

Monterey County Library – San Lucas

Library Assistant

- Assisting patrons with research, providing information, and helping them locate resources.
- Organizing and categorizing library materials using cataloging systems like Dewey Decimal Classification or Library of Congress Classification.
- Coordinating classroom visits and overseeing Summer Reading Programs.
- Overseeing computer use by the public,
- Provided photocopying and faxing services for public.