



Position: Programs and Projects Assistant (Limited Term)

Reports to: Assistant to General Manager

Definition

Under direct supervision the Programs and Projects Assistant performs a variety of duties in support of the various District programs, projects and events in the Administration and Customer Service divisions. This limited term position is classified as “at-will” with an initial term of 12 months.

Supervision

Receives direct supervision from Assistant to General Manager. May receive direction from and work assignments from Finance and Customer Service Manager. May assume a lead role in the coordination of short-term programs such as the Recycled Water Fill Station or events such as District participation at the Scotts Valley Art Wine and Beer Festival.

Typical Duties

- Supports project managers in planning and scheduling of meetings, programs, projects and events.
- Helps coordinate logistics, update internal and external documents, and prepares information, supplies and materials for meetings, programs, projects and events.
- Provides timely communication to project managers, team members and management on all projects during status meetings.
- Interacts with general public and customers via phone, email and in-person.
- May assists with the communication and outreach activities.
- May carry out research; verify facts, dates, and statistics.
- Performs other duties as assigned.

Minimum Qualifications

Any combination of experience and education that provides the required knowledge and abilities.

- Organizational skills and resourcefulness in finding information and answers.
- Strong verbal and written communication skills.
- Attention to details.
- Ability to prioritize and work independently to achieve project goals.

- Demonstrate creativity and initiative.
- Ability to use computers and communications equipment.
- Quickly learn procedures relating to work assignments; understand and follow written and oral instructions.
- Familiarity with Microsoft Office software and electronic publishing, graphics, Web design, and multimedia production is desirable.
- Work cooperatively and effectively in a team environment.
- Comfortable working in outdoor and indoor settings.
- Desire to learn and grow professionally.

Desirable Qualifications

Familiarity with the Scotts Valley area. General interest in water industry and local government.

Education and Experience

Any combination that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and skills is to have graduated from high school and have some practical work experience involving customer service, preferably in the public sector.

Physical Demands

This position requires verbal skills to effectively interface with the public and other staff members and the public; sufficient near vision to read documents and use a computer and far vision when interacting with others; acute hearing is required when communicating via telephone. The ability to push, pull, lift and carry equipment and supplies weighing up to 25 pounds is also required.

Working Environment

Work is performed in an office environment and the nature of the work requires that the incumbent operate a computer and other office equipment in a seated position for extended periods of time. May work outdoors in a variety of weather conditions.

License or Certification

Must possess and maintain a valid California Driver's License and a safe driving record.

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