



SCOTTS VALLEY
WATER DISTRICT
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Career Opportunity

Position: Administrative Office Assistant

Salary Range: \$26.78 - \$35.89 hourly *

Open: May 29, 2019

Closes: June 12, 2019 4:00 p.m.

About the Position: Scotts Valley Water District is seeking qualified Administrative Office Assistant candidates for a full-time and/or (2) part-time candidates to fill a 40 hours a week vacancy.

This position under general supervision performs both, general/routine and complex/specialized professional office support tasks with primary tasks such as: prepare documents including correspondence, forms, memos, reports; maintain filing systems; assist with the compilation, distribution and delivery of Board meeting agendas and related materials; assist with developing and updating District's social media presence; receive, greet and screen phone calls and visitors; assist with customer services such as payment processing and account inquiries, provide information and assistance to the public; support District's public outreach strategy; and perform other related work as required.

About the District: Scotts Valley Water District has established itself as a regional leader in sustainable water management and is the trusted source of high-quality water for our local community. The District serves about 4,000 customers, employees 18 full-time staff. and has an annual operating budget of 5 million dollars.

Job Requirements

Knowledge: Principles, techniques, and practices of office activities and functions; methods and practices of data collection and report preparation; common computer software and hardware; principles and practices of verbal and written communications; proper use of office equipment.

Skills: Keyboard with speed and accuracy; keep clear, accurate and concise records; provide high level of customer service with public, vendors, contractors and staff. Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel.

Abilities: Deal tactfully and courteously with the public and staff; work effectively and maintain attention to detail despite frequent interruptions; quickly learn policies and procedures pertaining to the work; work cooperatively and effectively in a team setting; work independently and in the absence of supervision; understand and carry out oral and written instructions; organizing own work, set priorities and meet critical time deadlines.

Education and Experience: Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and skills would be:

Experience: Two or more years of increasingly responsible administrative and/or customer service experience

Education: Completion of high school or its equivalent. Some coursework or specialized training in business administration, public administration, or a related area of study.

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

Desirable Qualifications: Experience in public utility or governmental agency. Knowledge of web-based media, social media, and other emerging media for communications.

Other Requirements: Must be willing to attend evening and weekend board meetings as required. Must take part in all safety and training programs for staff, must have sufficient eyesight to read standard text on paper and computer screen, must have acute hearing, must be able and willing to lift, drag and push files and records weighing up to 25 pounds.

To Apply: To be considered for the position, submit a completed District application, cover letter and resume to employment@svwd.org by **4:00 p.m. on June 12, 2019**.

Obtain a District application at the District website www.svwd.org or in person at 2 Civic Center Drive, Scotts Valley, CA 95066. For more information, contact human resources 831-600-1919.

Selection Process:

All submissions will be acknowledged and reviewed. Those candidates presenting the most relevant qualifications for the position will be invited to continue in the selection process. Oral interviews are tentatively scheduled for either the week of June 17, 2019 or June 24, 2019.

All offers of employment are contingent on upon successful completion of a pre-employment examinations as appropriate for the position.

Compensation:

Salary Range: Administrative Office Assistant \$26.78 - \$35.89 hourly*

This classification is represented by the District's Employee Union, AFSCME Local 101 (AFL-CIO) and is non-exempt from the Fair Labor Standards Act.

Benefits:

- Vacation 16 - 26 days*
- Holidays – 11.5 days a year*
- Sick Leave - 7 days a year*
- Medical, Dental, and Vision Insurance coverage is provided for employee and eligible dependents
- Life and Accidental Death & Dismemberment (AD&D) Insurance
- Supplemental Life Insurance
- California Public Employee Retirement System (CalPERS) - New Members 2% at 62 / Classic Members 2% at 55
- 457 Deferred Compensation
- Tuition Reimbursement
- Employee Assistance Program
- AFLAC Supplemental Insurance plans.

* Effective 07/02/19 pending approval