

# Spalding Community Services District

To receive an application, contact the District office @ 530-825-3258 or email [office1@spaldingscd.org](mailto:office1@spaldingscd.org) or [generalmanager@spaldingscd.org](mailto:generalmanager@spaldingscd.org)

**FINAL FILING DATE:** May 15, 2024 @ 12:00PM

Spalding Community Services District is an Equal Opportunity Employer.

## ADMINISTRATIVE ASSISTANT

**SALARY** \$25 Hourly

**HOURS** To be determined; up to 40 hrs./week

**LOCATION** Spalding SCSD, Eagle Lake

**OPENING DATE** 5/1/2024

**CLOSING DATE** 5/15/2024

### About the Job

The incumbent is part of a collaborative work team and provides general administrative support and program coordination for District staff. Work is characterized by technical and specialized administrative support of various activities within the District. Duties will include confidential administrative support to the General Manager, assisting with the District budget preparation and monitoring, providing project management support and primary contact for inquiries from the general public. Includes initial work order processing, District purchasing process, compiling information for staff reports, maintaining records and assisting with special projects as assigned.

Work is performed under the general supervision of the General Manager, who defines objectives, priorities, and deadlines; and assists incumbent with situations which do not have clear objectives or precedents. Incumbent plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures and/or accepted practices within Government Codes. Work is evaluated for technical soundness and conformity to practice and District policy.

### **Essential Duties and Responsibilities**

Essential duties and responsibilities may include, but are not limited to, the following:

- Provides assistance to the General Manager.

- Serves as the primary District contact to the public to receive, route, process and followup citizen inquiries, assisting to ensure the District provides complaint resolution and information in a timely manner. Relieves General Manager and other staff from handling routine questions and requests for service. Performs technical and clerical functions such as maintaining the department's database programs, spreadsheets, and producing correspondence; provides administrative support for meetings as assigned, including scheduling meetings and preparing minutes.
- Utilizes social media, District website, and/or other programs and media to effectively communicate information to the intended audience.
- Assists the General Manager in preparing and monitoring the department's annual operating budget.
- Creates, tracks and maintains work orders and purchase orders for the District.
- Assists in the maintenance of District's cost tracking.
- Assists in preparing grant applications and reviewing progress toward grant requirements.
- Assist with capital project coordination including bidding, contracting, documentation, project inspection scheduling, submittal review tracking, meeting schedules, meeting notes and document collection.
- Maintains the On Call Services Roster, including advertising for participants, registering, reviewing, renewing applicants; assists in managing the proposal process; and assists with recommending award of contracts.
- Under general supervision, reviews and issues Permits as the General Managers designate.
- Works with office staff in the maintenance of District records and preparing documentation in response to requests for public records.
- Assists with planning and execution of community events involving the District's Facilities.
- Records and develops summary Board of Directors meeting minutes in accordance with California Gov. Codes.
- Can act as Secretary of the Board in the absence of the General Manager.

### **PERIPHERAL DUTIES**

- Purchases and maintains an inventory of supplies and materials for the District.

- Engages as directed in employment development for Best Management Practices and Efficient Management Programs aimed at efficient Wastewater Systems Management.
- Performs other related duties as assigned.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel; talk; and hear. The incumbent frequently is required to sit for extended periods of time and type on a keyboard for extended periods of time. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

Work is performed in a typical office environment subject to working outside of normal working hours to meet critical time lines or to provide support in department emergency response events. While performing the duties of this position, the incumbent is subject to multiple interruptions by telephones and walk-ins by employees and citizens; may be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderate.

Typical business office machinery and equipment include, but not limited to, personal computer including database program, spreadsheet and word processing software, printer, telephone, scanning equipment, fax machine, copy machine, calculator and projector.

## **Qualifications**

**Education:** Two (2) years of college level course work or training in public or business administration, project management, office management, administrative assistance/secretarial training, or a related field.

**Experience:** Two (2) years of increasingly responsible administrative experience including some financial record-keeping experience, public contact and/or records management and at least one (1) year of administrative support to a department director/manager.

**Or:** Any combination of education and experience, which provides the applicant with the desired skills, knowledge and ability required to perform the job, may be

substituted for these qualifications.

**Knowledge of:**

- Municipal government policies, procedures, and structure; applicable local, state and federal laws, codes, regulations and ordinances.
- Basic principles, practices, and procedures of municipal and governmental budgeting, accounting and purchasing including preparation, monitoring, transferring, and reporting.
- Basic Special District functions.
- Basic research methods.
- Municipal organization, operations, policies and objectives'
- Detailed record-keeping techniques.
- Applicable federal, state and local laws, codes, regulations, policies and procedures related to areas of assignments.
- Effective oral and written communication principles and practices.
- Project management techniques and principles.
- Research methods and report preparation and presentation.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.

**SKILLS**

- Modern office practices, procedures and equipment including personal computers and related software such as word processing, spreadsheet programs and web-based management systems.
- Proper use of telephone etiquette and techniques and ability to assist in answering diverse inquiries.
- Demonstrating effective interpersonal skills using tact, patience and courtesy.
- Understanding and following oral and written directions.
- Compiling, organizing, and summarizing complex, detailed material independently or from tape or oral instructions, letters, notices, bulletins or other material.
- Maintaining a variety of complex filing systems, records, and reports.
- Communicating effectively orally and in writing.

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Maintain confidentiality and communicate with tact and diplomacy.
- Participate as a contributing member of a service-oriented team.

**ABILITY TO:**

- Establish and maintain effective working relationships with staff, management, vendors, outside agencies, community groups and the general public; present a positive image of the District in a variety of circumstances.
- Demonstrate positive and effective interaction and communication with individuals of diverse social and economic backgrounds.
- Analyze situations accurately and adopting an effective course of action.
- Organize work for maximum efficiency.
- Learn the policies, procedures, activities and programs of an assigned area or office quickly and accurately.
- Perform basic accounting tasks accurately.
- Perform technical and administrative duties with speed and accuracy.
- Organize and prioritize work assignments to meet schedules and timelines.
- Write correspondence and routine reports; proofread and edit as needed.
- Add, subtract, multiply, and divide with accuracy; compute rate, ratio, and percent; and create graphs and charts.
- Utilize social media, personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Communicate effectively, orally and in writing, including the ability to listen effectively and to explain complex issues, policies, and procedures to internal and external customers.

**Certificates and licenses**

- Valid State of California Driver's License
- Bachelor's degree in business administration, public administration, or related field is desirable.
- California Grade 1 or above Wastewater operator is desirable.
- Completion of position-relevant background check performed by the District is required.

## Spalding CSD Administrative Assistant Supplemental Questionnaire

### \*QUESTION 1

Do you have a Bachelor's degree in business administration, public administration or a related field?

. Yes

. No

### \*QUESTION 2

Are you a certified waste water worker?

. Yes

. No

### \*QUESTION 3

Do you have two years of college level course work or training in public or business administration, project management, office management, administrative assistance/secretarial training, or a related field?

. Yes

. No

### \*QUESTION 4

Describe your applicable education and training.

### \*QUESTION 5

Do you have two years of increasingly responsible administrative experience, including some financial record-keeping experience, public contact and/or records management and at least one year of administrative support to a department director/manager?

. Yes

. No

### \*QUESTION 6

Describe your applicable experience.

### QUESTION 7

If you don't have the desired qualifications listed above, describe your education, training and experience that provides you with the desired skills, knowledge and ability required to perform the job.

\* Required Question