



ADMINISTRATIVE ASSISTANT/DISTRICT SECRETARY

Salary Range: \$6,606 - \$8,853

San Lorenzo Valley Water District is looking for applicants for the position of Administrative Assistant/District Secretary. Please read the details of the position and how to apply below:

NUMBER of POSITIONS TO FILL: One (1)

CLOSING DATE: Monday, March 18, 2024

SALARY: \$6,606 - \$8,853 per month depending on qualifications

ABOUT THE DISTRICT

The San Lorenzo Valley Water District is located in the coastal redwoods approximately 10 miles northeast of Santa Cruz, CA. If you live in the nearby towns of Felton or Scotts Valley, you are a relaxing 15-minute drive to work or the beach. The District maintains approximately 190 miles of pipeline and serves a population of approximately 35,000 customers. The SLV Water District was established in 1941 and serves the communities of Boulder Creek to Felton and Lompico to Scotts Valley.

DEFINITION

Under direction of the General Manager, the Administrative Assistant/District Secretary provides technical, administrative and confidential secretarial support to the General Manager, Board of Directors, and other staff related to the activities of the District; performs other complex support duties to relieve the General Manager and Board of Directors of administrative detail; and performs other related duties as required.

CLASS CHARACTERISTICS

The incumbent functions as District Secretary for (or Clerk to) the Board of Directors, provides complex and highly confidential secretarial support for the District, and provides routine administrative support. The incumbent exercises a high degree of independent judgment and action within established policies and according to management guidelines.

CLASS INFORMATION, SUPERVISION RECEIVED AND EXERCISED

Supervised by:	General Manager
Exercises supervision over:	No supervisory responsibility
MOU:	Management, Supervisory & Confidential
Status:	Full-time, exempt

ESSENTIAL DUTIES (Duties may include, but are not limited to, the following)

Serves as Administrative Assistant to the General Manager and provides complex staff assistance in the overall administrative activities for the District.

Assists in the development, implementation and administration of programs, projects, and District policies.

Keeps informed of State and Federal legislation that may have an impact on the District.

Serves as Clerk or Administrative and Recording Secretary to the Board of Directors; attends Board meetings; takes and transcribes Board minutes for review by the Board of Directors.

Prepares, assembles, publishes, files, and distributes agendas, support documentation, and minutes of board meetings, campaign statements, and conflict of interest disclosure statements; prepares legal notices; and files notices with State and County as required.

Prepares Board agenda and reviews reports and agenda items for format, language and adherence to District procedures; maintains the District's Administrative Code and related documents ordinances and resolutions; publishes and posts bid notices, ordinances, resolutions and notifications of Board meetings as required by Brown Act and other statutes; provides information and prepares documents required for election of directors and concerning District policies and procedures.

Coordinates and schedules meetings and activities; assists in setting up and making preparations for Board and other public meetings; organizes and maintains district reference library. Prepares and processes various documents and confidential materials; researches and prepares reports and completes special projects as assigned.

Serves as liaison between General Manager and Board of Directors in the absence of the General Manager; resolves difficult situations and relieves the General Manager and Board of administrative detail.

Prepares a variety of technical and confidential correspondence, memoranda, bid documents, statistical and narrative reports, and schedules; attends meetings as assigned; takes and transcribes minutes; reviews written materials for completeness and accuracy.

Screens and routes telephone calls; receives and forwards messages; assists customers to obtain needed information and materials; communicates District programs and activities; explains and responds to inquiries concerning District policies and procedures.

Creates, edits, inputs, and maintains files and databases. Organizes documents in preparation for filing; maintains file tracking system; retrieves and assists staff in locating and checking out file documents; submits files for destruction according to District procedures and retention dates.

Provides administrative and secretarial support as needed; assists District staff with project research; coordinates schedules; makes travel arrangements and registers staff and Board members for conferences.

Researches, prepares, and processes documents and information to assist General Manager and District counsel concerning litigation.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- Modern office technology, equipment, methods, and techniques.
- Filing systems and tracking systems.
- Federal, State and local laws and procedures associated with Special Districts, Board Meetings and assigned areas of responsibility.
- Proper English usage, document editing, grammar, punctuation, and spelling.
- Communicate clearly and concisely, verbally and in writing.
- Contract administration and considerable knowledge of District policies and procedures.
- Records management, database creation principles and methods and digital archival procedures.
- Standard office and graphics software applications including MS Word, Excel, PowerPoint, Adobe Acrobat, etc.
- Methods and techniques of administrative analysis.

- Typical organization and operations of a government agency.

ABILITY TO:

- Interpret, explain, and apply policies and procedures, laws and statutes.
- Demonstrate initiative, tact, discretion and sound judgment in the performance of assigned and confidential duties.
- Use and operate computer hardware and software programs including Internet and social media to perform assigned duties.
- Accurately take and transcribe dictation at meetings and from a recorder at a speed which is effective in meeting the needs of the position.
- Organize work, set priorities and meet critical deadlines
- Record and publish Board meetings, ordinances, and resolutions.
- Prepare and maintain accurate records, reports, budgets, and logs in accordance with work requirements.
- Communicate effectively verbally and in writing.
- Work independently with minimal supervision and provide technical or functional work direction to others as assigned.
- Establish and maintain effective relationships with those contacted in the course of work including District staff, the general public and County, State and Federal agencies.
- Type accurately at an acceptable rate of speed.
- Prepare, process and maintain the confidentiality of sensitive information and records.
- Understand and follow oral and written directions.
- Independently compose and edit letters, reports, and memoranda.

TRAINING AND EXPERIENCE GUIDELINES

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION: Bachelor's degree from an accredited college or university with major course work in Public or Business Administration, or related field. Specific work experience may be considered in lieu of education requirements.

EXPERIENCE: Five (5) years of increasingly responsible professional experience in public or business administration. Previous experience as a city clerk, clerk to a board or administrative assistant is preferred.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS

A valid California class C driver's license must be maintained at all times

PHYSICAL AND SENSORY REQUIREMENTS

- Work beyond normal business hours, including nights as necessary.
- Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens.
- Ability to speak and hear at normal conversational levels in person and over the telephone.
- Ability to lift and carry up to approximately twenty-five pounds. reach, bend, or crouch to use files and records.
- Manual dexterity to write legibly and to use calculators, computer terminal and other general office machines.

BENEFITS

This District provides a competitive benefit package, including but not limited to comprehensive Medical, Dental and Vision Insurance, Paid Time Off, Paid Holidays, CalPERS Pension, Life Insurance, Disability Insurance, and more.

APPLICATION REQUIREMENTS

Please submit a completed package consisting of the following:

- * District Employment Application (see below)
- * Resume
- * Letter of Interest
- * Supplemental Questions (see below)

You can find the complete package of documents at the following link:

<https://www.slvwd.com/human-resources/pages/employment-opportunities>

Email to humanresources@slvwd.com, or mail to the following address:

Human Resources
San Lorenzo Valley Water District
13060 Highway 9, Boulder Creek, CA 95006

CLOSING DATE: Monday, March 18, 2024

See **Supplemental Questions** below and **Application for Employment** on the following pages

Supplemental Questions: Administrative Assistant/District Secretary

Supplemental Questions are REQUIRED and MUST be submitted with your application in order to be considered for this position. Responses to the questions serve as documentation of each candidates' ability to present information clearly and concisely in writing. Responses must be typed and cannot exceed two (2) single sided electronic 8.5 X 11 inch pages.

Supplemental Questions:

1. Are you available to attend evening and weekend meetings? You will be required to attend an estimated two evening meetings per month, and the possibility of ad hoc meetings.
2. Please describe your experience working with a Board of Directors, City Council and/or as an administrative assistant.
3. What is your experience in utilizing office equipment, software, social media, Microsoft Word, Excel, Power Point and Outlook?
4. Please provide a description of your secretarial experience in taking minutes; transcribing audio recordings; and organizing, filing, and maintaining records.

APPLICATION FOR EMPLOYMENT

San Lorenzo Valley Water District
13060 Highway 9, Boulder Creek, CA 95006-9119
Phone: 831-338-2153, Fax: 831-338-7986
Website: www.slvwd.com

San Lorenzo Valley Water District is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, marital status, age, physical or mental disability, medical condition, or sexual orientation.

Title of Position Applying For	Date of Application
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Personal Information

Last Name		First Name		Middle Name	
Address	Street	City	State	Zip	
Telephone Number		Email Address			

How did you hear about this position? _____

Do you have a valid California Driver's License? ☐ Yes ☐ No

License Number	Type of License	Expiration Date
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Desired Salary: _____ Date Available: _____

Do you need reasonable accommodations to take a written test or interview? ☐ Yes ☐ No

Are you a U.S. Citizen or are you legally authorized to work in the U.S.? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

May we contact your former employers? ☐ Yes ☐ No

Have you previously applied for employment with the District? ☐ Yes ☐ No

Have you ever been terminated or asked to resign from a position? ☐ Yes ☐ No

If yes, please explain: _____

Have you ever been employed at the District? ☐ Yes ☐ No

If yes, please explain: _____

Education and Training

Did you graduate from High School?

☐ Yes ☐ No

If not, do you possess a GED or equivalent?

☐ Yes ☐ No

Please list any degrees, certificates, and licenses below:

Employment History

Please describe your work experience in detail, beginning with your current or most recent position. If needed, attach additional sheets using the same format as on this application.

Exact Job Title	Dates of Employment	Hrs. per Week
Name of Employer	Address of Employer (include city and state)	Phone Number
Name of Supervisor	Number of Employees You Supervised (if applicable)	
Reason for Leaving		

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Name of Supervisor	Number of Employees You Supervised (if applicable)	
Reason for Leaving		

References

Please list at least three professional references.

Name of First Reference	Job Title	
Relationship	Phone Number	Email Address

Name of Second Reference	Job Title	
Relationship	Phone Number	Email Address

Name of Third Reference	Job Title	
Relationship	Phone Number	Email Address

Applicant's Statement

I hereby certify that all statements given herein are true, complete and correct to the best of my knowledge and are made in good faith. I understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment. I also agree that the District may verify past employment and educational attainments and may contact my present employer after approval has been granted.

Signature: _____

Date: _