



WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
is seeking qualified candidates for the following career opportunity:

ADMINISTRATIVE SPECIALIST

SALARY RANGE 13: \$71,426 - \$104,635 ANNUALLY

DEADLINE: OPEN UNTIL FILLED - POSITION MAY BE CLOSED AT ANY TIME WITHOUT PRIOR NOTICE

WHY WORK WITH WRD?

As part of its commitment to hire and retain highly qualified customer-service driven professionals, WRD provides its employees with a very comprehensive and competitive benefits package including CalPERS retirement, deferred compensation, and Social Security. We offer a choice of paid medical plans, dental, life insurance, and more. Additional health benefits include a generous Health Reimbursement Arrangement (HRA) and available Flexible Spending Account (FSA). Improve your work/life balance with our 9/80 work schedule. All this while enjoying meaningful work with California's premiere groundwater management agency.

Administrative Specialist is responsible for performing a variety of responsible office and administrative support functions requiring detailed knowledge of District and department rules, policies, practices and procedures learned through experience. An incumbent: coordinates the agenda management process; provides staffing at Board of Directors and Committee meetings; uses advanced word processing, spreadsheet and calendaring skills in the development of documents and presentation materials; provides general office administrative support services; may provide customer service to internal and external contacts, and; sets up effective reminder systems and works with detailed information.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Through advanced uses of word processing, spreadsheet, database and other standard software, create and distribute clear, concise, and accurate meeting agendas, documents, and materials. Attend Board and committee meetings and take minutes or notes as required; prepare accurate meeting minutes from rough notes and audio recordings.
- Provide administrative support to the Board of Directors and General Manager. Schedule meetings, conferences and appointments; make and confirm travel arrangements; submit conference and seminar registrations; maintain documents for expense report reconciliation and maintain travel log; prepare itineraries and schedules; coordinate and provide set-up and refreshments for on and off-site meetings; coordinate District special events.
- Oversee retention of department records and files.
- Answer phones and direct questions to appropriate staff. Maintain department calendars, post information to district calendar, maintain and update contact lists. Prepare and process mass mailings. Greet and direct visitors.
- Organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.
- Communicate clearly and effectively, both orally and in writing.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.
- Establish and maintain effective working relationships with District management, staff, third party administrators, applicants, the public, and others encountered in the course of work.
- Knowledge of the Ralph M. Brown Act and public meeting law is desirable.

MINIMUM QUALIFICATIONS TO APPLY: A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and four (4) years of increasingly responsible office administrative experience; or an equivalent combination of training and experience. **LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:** Possession of a California Driver's License and auto insurance.

APPLICATION AND SELECTION PROCESS: This position will remain open until filled and may close at any time. To be considered for this opportunity please submit (1) a District application available at www.wrd.org, (2) cover letter highlighting your applicable experience and (3) resume to careers@wrd.org. INCOMPLETE SUBMISSIONS MAY RESULT IN DISQUALIFICATION. The most qualified applicants will be invited to participate further in the screening process, which will include a panel interview and possible written exam. Final candidates must be able to prove legal U.S. residency, pass a background check, a physical, and a drug test. The District is an Equal Opportunity Employer.

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4040 Paramount Boulevard, Lakewood, California 90712

For questions about this recruitment please email careers@wrd.org, or call (562) 921-5521

Learn about our mission, projects, and programs at www.wrd.org