



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

ADMINISTRATIVE SPECIALIST

SALARY RANGE: Range 13: \$55,117 - \$73,723

DEADLINE: OPEN UNTIL FILLED FIRST REVIEW OF APPLICATIONS: OCTOBER 19, 2018

POSITION SUMMARY

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 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. Sets up effective reminder systems and works with detailed information.

PRIMARY DUTIES AND RESPONSIBILITIES

Below is a list of typical job-related duties and responsibilities of this position. The incumbent recognizes that this list is not comprehensive and may change as job function and needs of the District and its facilities change.

- Use word processing and spreadsheet software in composition and revision of correspondence and specialized documents.
- Record and transcribe official minutes of District meetings.
- Prepare documents, including meeting agendas, forms, and schedules, and compose correspondence according to brief oral instruction.
- Receive, screen, and route telephone calls and visitors.
- Create, maintain and update databases and departmental filing systems.
- Conduct basic research and prepare reports.
- Process, prioritize, and distribute mail.
- Maintain department calendars and post information to district calendar.
- Maintain and update contact lists.
- Create, develop, maintain and update specialized and custom forms, databases, logs, files, records and reports to support department and District work processes in areas of assigned responsibility.
- Design, develop and maintain spreadsheets requiring data interpretation and manipulation.
- Research and compile data for specialized reports and records.
- Make travel arrangements.
- Prepare deliveries and pick-ups for various parcel and postal services.
- Process and reconcile invoices and check requests.
- Order refreshments for Board and committee meetings. Set up before and clean up after meetings.
- With guidance, interpret policies, procedure and regulations to District management, staff and the public in assigned areas of responsibility.
- Attend a variety of meetings, workshops, conferences and training sessions as required.
- Provide backup for other department office administrative support staff.

QUALIFICATIONS TO APPLY

Education: Graduation from high school or possession of a G.E.D. certificate from an accredited institution. AA degree is preferred, or an equivalent combination of education and experience to meet the essential duties of the job such as those listed above.

Certifications: Valid California Driver's License and the ability to maintain insurability under the District's vehicle insurance policy.

Experience: A minimum of 4 years of progressively responsible office administrative experience. Proficient with Microsoft Office Suite components, including Outlook, Word, and Excel.

Administrative Specialist is distinguished from Senior Administrative Specialist in that an incumbent in the latter class performs professional and technical assignments of greater complexity, requiring a greater knowledge of District policies and procedures gained through experience.

APPLICATION AND SELECTION PROCESS

The first review of applications will be **October 19, 2018**. To be considered for this opportunity please submit a (1) District application, (2) cover letter highlighting your applicable experience and (3) resume to Tracey Burke, Senior Administrative Specialist, tburke@wrdd.org by the first review date. The District is an Equal Opportunity Employer.

WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 PARAMOUNT BLVD.,
LAKEWOOD, CA. 90712 – (562) 921-5521



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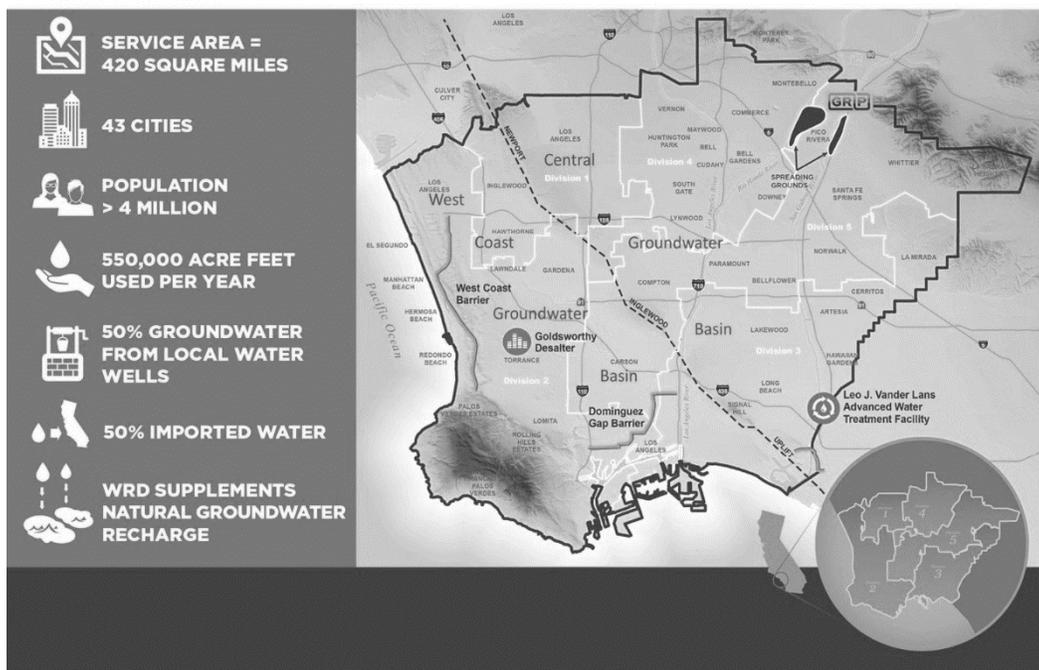
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The **WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA (WRD)** is the largest groundwater agency in the State of California, managing and protecting local groundwater resources for four million residents. WRD's service area covers a 420-square-mile region of southern Los Angeles County, the most populated county in the United States. The 43 cities in the service area, including a portion of the City of Los Angeles, use about 250,000 acre-feet (82 billion gallons) of groundwater annually which accounts for approximately half of the region's water supply.



WRD SERVICE AREA IN SOUTHERN LA COUNTY



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WRD ensures that a reliable supply of high quality groundwater is available through the use of recycled water and storm water capture. WRD is responsible for monitoring and testing groundwater throughout the region using effective management principles.

The Mission of WRD is

"To provide, protect and preserve high-quality groundwater through innovative, cost-effective and environmentally sensitive basin management practices for the benefit of residents and businesses of the Central and West Coast Basins."

WRD was formed by a vote of the people in 1959 for the purpose of protecting the groundwater resources of the Central and West Coast Groundwater Basins. Prior to the formation of the District in 1959, unregulated and unmanaged over-pumping caused many water wells to go dry. Along the coastline, groundwater levels dropped below sea level, allowing ocean water to seep into and contaminate the freshwater aquifers. Today, WRD protects the basins through artificial groundwater replenishment, ensuring that aquifers maintain healthy levels. WRD further protects the basins from seawater intrusion by injecting water into wells along the coastline to keep the ocean from further contaminating the fresh groundwater.

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