



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

SENIOR ADMINISTRATIVE SPECIALIST

SALARY RANGE 16: \$76,281 - \$111,734 ANNUALLY

DEADLINE: OPEN UNTIL FILLED FIRST REVIEW OF APPLICATIONS: MONDAY, AUGUST 22, 2022

As part of its commitment to hire and retain highly qualified customer-service driven professionals, WRD provides employees with a very comprehensive and competitive benefits package including employer covered health care, retirement through the California Public Employee's Retirement System (PERS) with Social Security, and up to 50% matching deferred compensation (with limits).

Senior Administrative Specialist is responsible for performing professional, technical and administrative assignments in a variety of program areas while learning District policies and procedures and specific techniques and legal requirements related to the District's various projects and programs such as Board services and agenda management, and special projects including the District's Diversity, Equity, and Inclusivity initiatives. As experience is gained, duties are performed with a significant degree of independence under general direction. An incumbent is expected to carry out their responsibilities with initiative and creativity, exercising sound professional judgment and problem-solving skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Use word processing and spreadsheet software in composition and revision of documents; type from rough notes and drafts, logs, develop forms and schedules; composes correspondence with brief oral instruction. Create, maintain, and update databases and departmental filing systems. Conduct basic research and prepare reports.
- Answer phones and direct questions to appropriate staff. Maintain department calendars, post information to district calendar, maintain and update contact lists. May prepare and process mass mailings. Greet and direct visitors.
- Create, develop, 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.
- Organize and update confidential subject, project, and specialized technical files, documents, and records; create and update filing systems; copy, compile, and distribute reports, documents, and other materials; oversee retention of department records and files.
- Schedule meetings, conferences and appointments for District management and Board of Directors; 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; attend Board and committee meetings and take minutes or notes as required.
- Perform a variety of administrative support functions in support of departmental operations; prepare letters and correspondence for signature and mailing; perform mail merges and prepare mass mailings; obtain, review, and prepare reports for mailing; maintain master contact lists; update and maintain manager and department calendars; make reservations for department staff for vehicles, conference rooms, and meeting equipment; coordinate imaging processes for off-site documents and files; order and perform inventory on department supplies, equipment, and uniforms as needed.
- Maintain budget and financial records; assist in preparing the department's annual budget; track expenditures and maintain department budget and records.
- Organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.
- Gather relevant data, analyze problems, evaluate alternatives, and make appropriate recommendations.
- Interpret, apply, explain, and reach sound decisions in accordance with regulations, policies, and procedures.
- 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.

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 six years of increasingly responsible administrative support or secretarial experience; or an equivalent combination of training and experience. **LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:** Possession of a California Driver's License and auto insurance. Proof of COVID19 vaccination is required upon hire.

APPLICATION AND SELECTION PROCESS: The first review of applications is August 22, 2022. 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 by the first review date. **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, provide proof of COVID19 vaccination, pass a background check, a physical, and a drug test. The District is an Equal Opportunity Employer.

WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 Paramount Boulevard, Lakewood, California 90712
For questions about this recruitment please call (562) 921-5521 | www.wrd.org