



IDYLLWILD WATER DISTRICT

25945 Highway 243 • P.O. Box 397 • Idyllwild, CA • 92549-0397 • 951-659-2143

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

Temporary & Part-Time

(Temporary = 3 to 6 Months)

(Part-Time = 3 Days a Week)

Hourly Wage: \$22.66 to \$27.55, Depending on Experience

Application Deadline at 4:00 p.m. on August 5, 2022

Description: Under administrative direction of the CFO, performs office work as required.

Examples of Duties: Organize and coordinate the billing functions of the Office. Answer phones and transfer to the appropriate staff member. Take and distribute accurate messages. Greet public and clients and direct them to the correct staff member. Receive, sort, and distribute incoming mail. Monitor incoming customer emails and answer or forward as required. Maintain official records. Prepare outgoing mail for distribution. Fax, scan, and copy documents. Maintain office filing and storage systems. Update and maintain databases, such as mailing lists, contact lists and customer information. Attends board meetings and takes minutes. Prepares and distributes agendas and Board minutes. Maintain web page with IWD agendas and other pertinent information related to the activities of the IWD Board, to fulfill Grand Jury requests. Ensures agendas are posted in accordance with legal requirements; drafts and arranges for the legal publication of notices and postings of public hearings; maintains filing system for all correspondence, official Board actions and other legal documents including Resolutions and Ordinances, and knowledge of board elections.

General Requirements: Knowledge of Brown Act procedures and Public Records requests. Require knowledge of billing principles. Requires an ability to communicate well on the phone and deal with customers daily. Need to be able to explain local street directions to the public. Ability to operate Microsoft Word and Excel spreadsheets is required. Possess excellent grammar skills and must be willing to attend classes and/or seminars when necessary.

Typical Physical Activities: Travels daily to the post office and bank, handling banking and mailing duties. Ability to sit for extended periods and maneuver stairs to the Manager's office. Hearing and vision must be within normal ranges.

Qualifications: Have at least two years of experience in office work. Preferred college graduation in business or public administration or a related curriculum.

Special Requirement: Possess an appropriate California operator's license issued by the Department of Motor Vehicles. Possess and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations. The driving record will not contribute to an increase in the District's automobile insurance rates.

Compensation: This temporary and part-time position is paid an hourly wage with no benefits. Hourly wage is dependent upon the qualifications and experience of the selected candidate.

How To Apply:

To apply for a position, email (preferred) your resume and a completed District Employment Application by **4:00 p.m. on August 5, 2022**, to leo@idyllwildwater.com, or mail to Leo Havener, General Manager, Idyllwild Water District, P.O. Box 243, Idyllwild, CA 92549-0397.

To learn more about the Idyllwild Water District visit our website at www.idyllwildwater.com or call 951-659-2143.