

WALNUT VALLEY WATER DISTRICT

271 So. Brea Canyon Road, Walnut, CA 91789



EMPLOYMENT OPPORTUNITY EXECUTIVE ASSISTANT

SALARY RANGE: \$4,295 - \$6,709 per month

DEFINITION:

Under administrative direction: to perform a variety of complex and/or specialized secretarial tasks, sometimes of a confidential nature, which require a high degree of accuracy and attention to detail, knowledge of District activities and procedures, and the ability to exercise good judgment in a variety of situations; to provide secretarial support to other administrative staff members as directed; and to do related work as required.

DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Researches, gathers, and organizes a variety of information and materials from District records or other sources for the General Manager, District Board of Directors, and Executive Staff.
- Assists in preparing, copying, and distributing agendas, committee, Board and Pomona Walnut Rowland Joint Water Line (PWR-JWL) packets, resolutions, ordinances, and other related materials, proofreading and editing effectively to assure accuracy.
- Assists in filing oaths, affirmations, acknowledgments, and Statements of Economic Interest; and publishing and posting notices.
- Assists the Executive Secretary, General Manager, Board Members, and designated staff in the preparation of routine correspondence, memoranda, reports, agendas, forms, and other items as delegated.
- Performs confidential tasks for the General Manager, Board Members, and other staff as required or directed.
- Screens telephone calls and visitors for the General Manager, Assistant General Manager and other staff; answers inquiries, takes messages, and/or refers to appropriate personnel.
- Prepares, monitors, and maintains files for District project-specific easements, communication site leases, quitclaim deeds, and miscellaneous contracts and agreements; and files documents with the Los Angeles County Recorder on an as-needed basis

QUALIFICATIONS:

Desirable Education and Experience: Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: High School diploma. Some college level classes desirable. 4 - 6 years' executive and public sector experience highly desired.

Special Requirements: Valid California Driver's License – Class "C". Must maintain satisfactory DMV record and ability to maintain insurability.

EMPLOYEE BENEFITS:

- Health Insurance – the District offers medical, dental, and vision insurance to all full-time employees
- Employee Assistance Program
- Vacation – 10 days after one full year of service, then increasing according to years of service
- Sick Leave – 12 paid sick days per year
- Holidays – 13 paid holidays per year
- Tuition Reimbursement Program
- PERS Retirement – 2% @ 55
- Life Insurance
- Short-term and Long-term Disability Insurance
- Deferred Compensation Program
- Credit Union Membership

APPLICATION PROCEDURE: Interested applicants **MUST** complete a Walnut Valley Water District application form. Application packets may be obtained by contacting Human Resources at (909) 595-1268, ext. 212, or you may apply in person at: 271 So. Brea Canyon Road, Walnut, California. Resumes will not be accepted in lieu of a completed District application. Pre-employment physical required.

FILING DEADLINE: 5:00 PM., Monday, October 25, 2010.

EQUAL OPPORTUNITY EMPLOYER: The Walnut Valley Water District is an equal opportunity employer. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Upon selection, the District will require a current California drivers' license, and documentation of the legal right to work in the United States as required by the Immigration Reform and Control Act.

ACCOMMODATIONS: Disabled individuals requiring assistance in the hiring process should contact the Human Resources Department.

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