

*The Upper San Gabriel Valley Municipal Water District
Announces an Employment Opportunity for*

Administrative Assistant

\$63,530 to \$95,948 Annually (DOQ) + Excellent Benefits

The District

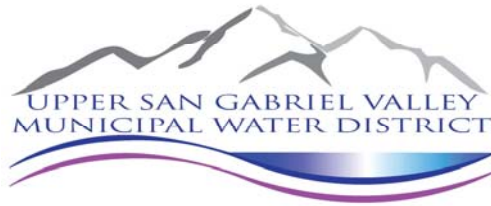
Upper District services 26 water retailers which encompasses 18 cities and nearly one million people in its 144 square mile service territory. Upper District is a member agency of the Metropolitan Water District of Southern California. While its primary function is to provide imported water to supplement local water supplies, Upper District has evolved over the years to include recycled water, water stewardship and conservation in its water portfolio. Today, Upper District is widely recognized as a community leader in water stewardship and water policy. A five-member Board of Directors representing five geographic divisions within the Upper District's boundaries governs the district. The General Manager is appointed by the Board of Directors and serves as the Chief Executive Officer. Upper District is managed by an experienced management team with expertise in operations, engineering, water resources management, government and community affairs, and finance.

The Position

The Administrative Assistant supports the District's Chief Financial Officer/Chief Administrative Officer by performing routine and repetitive financial and statistical record keeping assignments. As the Administrative Assistant develops professionally, she/he may perform duties and responsibilities characteristic of a more advanced position.

Key Functions

- Answers, screens, and refers telephone calls; takes telephone messages; greets and assists office visitors, providing a variety of information or referring them to other staff.
- Receives, sorts, and distributes mail.
- Inputs data and processes purchase requisitions and check requests; verifies the accuracy of receipts and invoices; creates/updates spreadsheets to monitor contract utilization and balances; ensures invoices are consistent with contract provisions and are processed timely.
- Maintains subsidiary ledgers and allocates payments to proper accounts.
- Drafts contracts/agreements for review using Upper District's approved templates and routes final contracts/agreements for signature by authorized signatories.
- Maintains contract files and consultant/vendor worksheets, ensuring that current certificates of insurance and W-9s are on file.



- Maintains an organized office kitchen and workroom, keeping sufficient inventory of office and kitchen supplies; maintains postage meter and arranges for meter replenishment.
- Retrieves, duplicates, scans, distributes and/or files a wide variety of records and documents; creates and maintains various physical and network file folders; maintains up-to-date file listings, indexes, and cross-references.
- Performs a variety of special studies/research, compiles data and prepares reports, charts, and spreadsheets as assigned.
- Drafts, formats, types, edits, revises, and prints reports, correspondence, memoranda, technical documents, and other materials ranging from routine to moderately complex; types from rough notes, drafts, modified standard formats and oral instructions; creates spreadsheets involving limited data manipulation; reviews documents for clerical accuracy, completeness, and compliance with District requirements.
- Attends board/committee meetings and prepares minutes of meetings as required; maintains records of actions taken by the board as well as adopted board resolutions and ordinances.
- Assists with setup and cleanup for various meetings and events.
- Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public.
- Observes regular attendance and adheres to prescribed work schedule to conduct job responsibilities.

Qualifications

Minimum education and experience requirements are:

1. Graduation from high school or GED equivalent and at least four years of progressively responsible experience in administrative, financial and/or technical support functions.
2. A college degree in a related field is desirable and may be substituted for up to two years of the required experience on a year- for-year basis. Experience in a public agency is preferred.

The ideal candidate will have good analytical and problem-solving skills; working knowledge of an accounting system, Microsoft Office, maintaining statistical and financial files and making mathematical calculations; possess effective oral and written communication skills; able to establish cooperative working relationships and prioritize work in a changing environment.

Equal Opportunity Employer

The Upper San Gabriel Valley Municipal Water District is an equal opportunity employer.

Application Process

Qualified applicants can submit their resume to gabriel.cervantes@ADP.com. Closing Date: August 25, 2023. Additional information about the Upper San Gabriel Valley Municipal Water District can be obtained on the district's website: www.usgvmwd.org.