



SINCE 1933

# Orange County Water District Employment Opportunities

**CLASSIFICATION:** **Assistant District Secretary  
(Fountain Valley)**

**JOB DESCRIPTIONS:**

The Orange County Water District (OCWD) is currently recruiting for an Assistant District Secretary in the Board Administration Department. The Assistant District Secretary performs a wide variety of responsible, confidential, and complex administrative, technical, programmatic, and secretarial duties in support of the District Secretary and OCWD Board of Directors.

Examples of Duties:

- In the absence of the District Secretary, the Assistant Secretary will serve as Secretary pro tem to the Board and as the District's Filing Officer, process and monitor documents including conflict of interest filings, and provide supervision over all department staff, including the records management staff.
- Provides administrative support, which includes preparing and proofing agenda packets and correspondence; attending meetings and taking minutes; tracking action items; overseeing and maintaining office filing system; prescreening mail; monitoring phones; and performing other related duties.
- Supervises employee(s), which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination, and disciplinary recommendations. Responsible for performance and team quality goals and objectives. Fosters staff professional development and growth.
- Serves as support contact and liaison between the District Secretary and other District staff, general public and outside agencies and organizations.
- Provides support services to assigned boards, commission, teams, and committees; prepares, prints, and distributes agendas and agenda packages for meetings; disseminates information as appropriate; tracks action items.
- Make travel arrangements for Board Members, prepare Board expense reports and Board calendar.
- Researches a variety of issues and presents findings to District Secretary; compiles and creates reports and presentations where analysis or technical data is required.
- Types, word processes, and proofreads a wide variety of documents, notices, letters, memoranda, correspondence, and statistical charts.
- Verifies and reviews materials, applications, records and reports for completeness and conformance with established regulations and procedures.

- Assists in the maintenance of official District records for public, private, and governmental use; assists in the records retention process.
- Performs Notary services on District documents when needed.
- Performing other duties of a similar nature or level as required.

## **QUALIFICATIONS:**

### **Education/Training:**

Bachelor's degree in Business Administration or a related field. Must possess or obtain a valid Notary Public Commission in the State of California within six months of employment in position.

### **Experience:**

Six to eight years of public or business administration experience supporting a Board of Directors, City Council, executive-level staff, or similar public agency environment, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge of the principles of public and business administration; applicable Federal, state, and local laws and regulations; fiscal, statistical, and administrative research and report preparation; modern business practices and procedures, elements of correct English usage, grammar, spelling, vocabulary, punctuation, and mathematics. Ability to work under strict deadlines, communicate effectively, both orally and in writing, and be able to maintain effective working relationships with others. Attention to detail, including high degree of accuracy and good proofreading and organizational skills. Customer service skills.

### **License:**

A valid California Class "C" Driver's License and proof of automobile insurance are required.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Standard office setting.

**Physical:** Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

**Schedule:** Monday – Friday, 8:00 a.m. – 5:00 p.m. or 9/80 with alternating Fridays off, 7:30 a.m. – 5:30 p.m., and attendance at board and committee meetings as scheduled.

**Salary Range (DOQ):** \$93,101 - \$116,376 annually

Candidates given an offer of employment will be required to pass a medical examination and background check. You must submit an OCWD online employment application to be considered. Please visit [www.ocwd.com](http://www.ocwd.com) to complete an application. Applications will be accepted until a sufficient number apply. EOE