



CALAVERAS COUNTY WATER DISTRICT

120 Toma Court • Post Office Box 846 • San Andreas, CA 95249 • Main Line (209) 754-3543

Executive Assistant / Clerk to the Board

The hourly pay range is \$28.52 - \$38.29

Under general supervision this single confidential position shall perform a variety of highly responsible, confidential, and complex administrative support duties for the General Manager and Board of Directors with a high degree of tact, discretion, trust, judgment and confidentiality; serve as the Clerk to the Board; provide administrative support to Department Heads, as needed; serve as the District's Custodian of Records; provide general information and assistance to the public.

Education and experience requirements are as follows:

- Graduation from high school or equivalent
- Associates' degree with coursework in business administration, communication, or a related field is preferred, or equivalent. (A bachelor's degree is desired)
- Valid California driver's license with satisfactory driving record
- Eligible to work in the United States
- Minimum of four (4) years of increasingly responsible, administrative support experience that includes providing direct support to management and executive level staff and Board of Directors, preferably within a public agency
- Possession of or ability to qualify for appointment as a Notary Public for the State of California within six (6) months of appointment.

Benefits:

Include CalPERS retirement (2% @ 60 for classic members, and 2% @ 62 for new members), employer-paid medical, dental, vision, disability and life insurance for employee; paid vacation and holidays.

To be considered for this position, submit a District application by Friday, March 9, 2018 at 4:00 pm via:

E-mail: hr@ccwd.org

or Mail: Calaveras County Water District
Attn: HR
P.O. Box 846
San Andreas, CA 95249