

Administrative Assistant
Christian Valley Park Community Services District
P.O. Box 6857
Auburn, California 95604

INTRODUCTION

The Christian Valley Park Community Services District (CVPCSD or “District”) is a special district, which is a regional subdivision of the State of California. Headquartered in Auburn, the District provides treated water and road maintenance within the regional jurisdiction. The District purchases raw water from the Placer County Water Agency. The water is then treated through filtration processes and chlorination. Potable water is transported to customers through a network of pipelines.

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

The Administrative Assistant (AA) assists the General Manager (GM) in the business and operations of the District. Tasks include, but are not limited to, a variety of paraprofessional and administrative duties involving a high degree of accuracy, confidentiality, discretion, and independent judgment. With the guidance of the GM, the AA provides support to the Board of Directors, will communicate with residents regarding billing, and will administer the District’s billing procedures. Must be willing and interested to learn how to perform the duties listed below.

Qualifications

- Graduation from a high school or equivalent; an Associate’s Degree or completion of college level coursework is highly desirable.
- Experience as an administrative assistant or secretary and/or billing certification are strongly preferred.
- Knowledge of office management systems and procedures.
- Working knowledge of office equipment, such as printers and fax machines. Basic knowledge of audio/visual equipment.
- Proficiency in MS Office (MS Excel, PowerPoint, website management and other internet applications).
- Excellent written and verbal communication skills.
- Excellent time management skills and the ability to prioritize work.
- Strong organizational skills with the ability to multi-task.
- Ability to work remotely as necessary, including access to reliable internet and telephone service.

Typical Tasks and Responsibilities

- Take detailed notes during Board of Directors meetings.
- Draft concise minutes summarizing the proceedings of Board of Director meetings.
- Update District website with Board Agendas and public documents.

- Assist in the preparation of regularly scheduled reports.
- Assist the GM to draft resolutions, requests for proposals, memorandums of understanding, applications, intergovernmental agreements, public-private partnerships, contracts and other items as requested by the Board of Directors.
- Assist the GM to provide status and progress reports of current work assignments to the Board of Directors and staff.
- Assist the GM in maintaining district finances through payment of bills, receiving payments, making QuickBook entries, and tracking the banking account.
- Write letters or call residents who are behind on their bills.
- Oversee the Automatic Bill Pay Option to ensure all bills are paid in full.
- Performs other duties as assigned or required.

Physical Demands and Working Conditions

- Mobility: Frequent use of keyboard; frequent sitting at desk and in meetings for long periods of time; occasionally reaching/twisting to access equipment surrounding desk; occasional walking, standing, bending, stooping, and squatting.
- Vision: Color and depth vision due to frequent computer use.
- Hearing: Frequent oral communication in person and on the phone.
- Emotional: Frequent interactions with the public as well as working alone.

Application Process

Please submit a resume, cover letter, and up to three work references to Don Elias, General Manager/Secretary/Meter Reader for the Christian Valley Park CSD at don@christianvalley.org.

Please note in the subject line “Application for Administrative Assistant Position.”