

Water Agency Administrative Assistant

Starting Salary: \$20.50 per hour

Hours: 19 hours per week, flexible schedule

Posted Date: November 13, 2023

The El Dorado Water Agency (EDWA) is seeking to hire a highly motivated, detailed orientated individual to join our dynamic team. We are looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to EDWA staff, assisting in daily office needs and managing our general administrative activities.

About the Agency

EDWA works closely with local, regional, state, and federal partners, to ensure the county has reliable, accessible, and affordable water to meet urban and agricultural water supply needs. The Agency's water resource planning is designed to maintain economic prosperity, protect the environment, and support the rural-agricultural way of life.

Location

1107 Investment Blvd, Suite 240

El Dorado Hills, CA 95762

Administrative Assistant Duties

Typical duties may include, but are not limited to:

- Handling administrative requests and queries from EDWA staff
- Support general administrative activities
 - Perform data entry, filing, and document management
 - Establish, maintain, and update various files, calendars, and schedules, including follow-up on matters with critical time deadlines
 - Assist with scheduling appointments and maintaining calendars
 - Coordinate meetings and take meeting minutes as needed
 - Make travel and meeting arrangements
 - Answer and direct phone calls and respond to inquiries in a professional and timely manner
 - Prepare and edit correspondence, reports, and presentations
 - Maintain appropriate filing systems
 - Prepare event materials
 - Maintain contact lists
 - Submit and reconcile expense reports
- Assist in daily office needs
 - Track office inventory, order office supplies, and research new deals and suppliers as needed
 - Moving equipment/tables
 - Keep office clean and orderly
- Assist with special projects and other administrative duties as assigned



Ideal Candidate Qualifications

- High school diploma or equivalent
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Working knowledge of office equipment, like printers and fax machines
- Excellent communication and interpersonal skills
- Strong organizational and time management abilities
- Attention to detail and accuracy in work
- Ability to handle confidential information with discretion
- Ability to lift items up to 25 pounds
- Must possess a valid driver's license

Salary & Benefits

Starting Salary: \$20.50 per hour

Hours: 19 hours per week

Schedule: Monday through Friday, in person with flexible schedule

(sample schedule M-Th: 10 a.m. – 2:00 p.m., Friday: 10 a.m. – 1 p.m.)

Eligible for some telework with in-person attendance based on the operational needs of EDWA

Payday: biweekly

Medical benefits: [Health plans](#) options with Blue Shield PPO and Kaiser HMO are available.

Vacation Leave: Vacation is accrued based years of cumulative service. Starting accrual is 1.4 hours earned per pay period, up to 240 hours maximum accrual.

Sick leave: 1.7 hours earned per pay period. No limitation on accrual.

Holidays: 11 regular holidays and 2 floating holidays per year on a prorated basis based upon number of hours worked during the pay period in which the holiday falls.

How to Apply

Interested candidates are invited to submit their application and a cover letter highlighting their qualifications and relevant experience to Tami Scowcroft at tami.scowcroft@edcgov.us.

Please include "Administrative Assistant Application" in the subject line.

Application Deadline:

January 14, 2024

Note: Only shortlisted candidates will be contacted for an interview. We appreciate your understanding.

<https://edwateragency.org/>

El Dorado Water Agency is an equal opportunity employer committed to diversity and inclusion in the workplace.



Application For Employment

El Dorado County Water Agency

1107 Investment Blvd, Suite 240

El Dorado Hills, CA 95762

Phone: 530/621-5392

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(Please type or print in dark ink)

Position(s) Applied for		Date of Application		
How did you learn about us?				
___ Advertisement		___ Friend/Relative		___ Walk-in
___ Employment Agency		___ Internet		___ Other _____
Last Name		First Name		Middle Name
Address Number	Street	City	State	Zip Code
Telephone Number(s) Home: _____ Cell: _____			Email Address	

- Are you over 18 years of age? Yes No
 If you are under 18, can you, after an offer of employment, submit a work permit? Yes No
- Have you ever filed an application with us before? If yes, give date _____ Yes No
- Have you ever been employed with us before? If yes, give date _____ Yes No
- Are you currently employed? Yes No
- Would you prefer that we do or do not contact your present employer? Do not Do
(Note: This does not preclude the Agency from doing so in the event of a background check).
- Can you, after an offer of employment, submit verification of your legal right to work in the United States? Yes No
(Note: Proof of citizenship or immigration status will be required upon employment.)
- On what date would you be available for work? _____
- Are you available to work Full Time Part Time Temporary Weekends Evenings

WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

Employment Experience

Start with your most recent experience. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status. You may attach a resume as long as it includes all information listed below.

Employer Information	Job Title and Relevant Duties Performed	Employment Dates
Name:	Title:	From:
Address:	Salary: No. Supervised	To:
Phone No.:	Duties:	Full Time
Supervisor:		Part Time
Reason for Leaving:		Avg Hours:

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Name:	Title:	From:
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Name:	Title:	From:
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Phone No.:	Duties:	Full Time
Supervisor:		Part Time
Reason for Leaving:		Avg Hours:

If you need additional space, please continue on a separate sheet of paper.

Education:

Written verification of education listed to meet minimum qualification must be received before applicant can be hired.

Do you possess a High Diploma or GED? Yes No

	Name and Address of School	Course of Study	No of Yrs Completed	Diploma Degree
Undergraduate College				
Graduate or Professional College				
Other				

If a language other than English is relevant to the job for which you are applying, indicate any foreign languages you can speak, read and/or write.

	Fluent	Good	Fair
Speak			
Read			
Write			

Describe any specialized job related training, apprenticeship, skills and extracurricular activities.

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List all job-related professional, trade, business or civic activities and offices held. You may exclude membership that would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

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■ **Other Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience:

■ **Specialized Skills/Certification**

- PC Compatible CPR First Aid
 - Microsoft Office Other: (list) _____
 - Typing WPM _____ Licenses/Certificates: _____
 - Computer System Administration (explain) _____
- _____

■ Were you ever discharged, rejected/terminated/non-reelected/released during probation, or have you ever been requested to resign from any employment? Yes No

■ Answer only if the position you are applying for requires driving as part of the minimum qualifications. Do you possess a valid California driver's license? Yes No

If yes, enter your: California Driver's License # _____ Class _____

Have you ever been put on probation or has your driver's license ever been suspended or revoked? Yes No

If yes, explain: _____

■ State any additional information you feel may be helpful to us in considering your application:

■ **CERTIFICATE OF APPLICANT:** Recheck the application to be sure it is complete and read the following carefully before signing. Applicant must sign personally. I declare each of the answers given to the questions on this application to be complete and true to the best of my knowledge. I understand that any misrepresentation or omission may be cause for non-selection or dismissal.

■ I further understand that if I advance through the hiring process I may be required to submit to a background check, including fingerprinting, and a medical examination, including drug testing, prior to employment with El Dorado County Water Agency.

■ I hereby authorize representatives of the El Dorado County Water Agency to contact (except as noted above) organizations, employers, schools and individuals listed for the purpose of establishing or verifying my qualifications, work history and work habits in connection with this application for employment with the El Dorado County Water Agency. I understand and acknowledge that such information will be used confidentially and for purposes of employment decisions only. I authorize the individuals or organizations contacted to release the above information to the El Dorado County Water Agency.

Signature of Applicant _____ Date _____