



## **TECHNICAL SPECIALIST (ASSISTANT ADMINISTRATIVE ANALYST)**

**SALARY RANGE 14: \$69,181 - \$101,347 ANNUALLY**  
**DEADLINE: OPEN UNTIL FILLED FIRST REVIEW OF APPLICATIONS: APRIL 15, 2022**

Under general supervision, A Technical Specialist provides a variety of technical and administrative support to department staff; maintains and updates a variety of department and program/project databases and files; prepares and generates data and technical reports for staff use; monitors and tracks a variety of data; and performs related duties as assigned.

As part of its commitment to hire and retain highly qualified customer-service driven professionals, WRD provides employees with a very comprehensive and competitive benefits package including employer covered health care, retirement through the California Public Employee's Retirement System (PERS) with Social Security, and up to 50% matching deferred compensation (with limits).

### **THE IDEAL CANDIDATE**

*The ideal candidate for this position will be excited about the opportunity to become a valued team member of a highly respected agency. This person will be open, honest, and direct, and will exercise a high degree of common sense and sound judgement. The incumbent will be discreet and respectful when dealing with confidential and sensitive matters. This person will have excellent interpersonal and communication skills (both written and oral), and the ability to work closely with various departments.*

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides technical and administrative support to department staff; provides information to consultants, contractors, stakeholders, and staff on District policies, projects, and requirements.
- Uses word processing and spreadsheet software in composition and revision of correspondence, manuals, and specialized documents and reports; may conduct research and prepare reports and documents, develop forms and schedules; composes correspondence; prepares, assembles, and distributes meeting agenda packets; prepares meeting minutes and notices.
- Maintains, updates, and controls a variety of department and program/project databases and files, including information on leases, well construction, master identification numbers, permits, purchase agreements, population information and contractor progress payments; prepares and generates data and technical reports for staff use; tracks project costs.
- May determine and enter monthly groundwater pumping amounts from meter readings and coordinate pumping amount information with the watermaster; may generate and distribute invoices to pumpers; may receive and maintain pumping exemption requests and tracks in-lieu participation and qualifications.
- May oversee the meter testing program and storage accounts; may monitor meter readings performed by contractors.
- May gather water quality information and data from the electronic data deliverable (EDD) system; reviews and approves water purchases.
- Performs a variety of administrative support functions in support of departmental operations; copies and collates reports and other documents and materials or makes arrangements for copy services; prepares letters and correspondence for signature and mailing; performs mail merges and prepares mass mailings; obtains, reviews and prepares reports for mailing; maintains master contact lists; updates and maintains manager and department calendars; initiates requests for quotes for printing and copy services and meets with vendors; makes reservations for department staff for vehicles, conference rooms and meeting equipment; coordinates imaging processes for off-site documents and files; orders and performs inventory on department supplies, equipment and uniforms as needed; sets up conference rooms and orders refreshments for department meetings.
- Attends a variety of meetings, conferences, workshops, and training sessions as required.
- May maintain and control the department's library.

**MINIMUM QUALIFICATIONS TO APPLY:** A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent and four years of increasingly responsible office administrative experience; or an equivalent combination of training and experience. Experience in a government or public utility setting is highly desirable. **LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:** Possession of a California Driver's License and car insurance. Proof of COVID19 vaccination is required upon hire.

**APPLICATION AND SELECTION PROCESS:** The first review of applications is April 15, 2022. To be considered for this opportunity please submit a (1) District application, (2) cover letter highlighting your applicable experience and (3) resume to [hr@wrdd.org](mailto:hr@wrdd.org) by the first review date. **INCOMPLETE SUBMISSIONS MAY RESULT IN DISQUALIFICATION.** The most qualified applicants will be invited to participate further in the screening process, which will include a panel interview and possible written exam. Final candidates must be able to prove legal U.S. residency, pass a background check, a physical, and a drug test. The District is an Equal Opportunity Employer.