

APPLICATION PROCESS

If interested in this outstanding opportunity, please submit an Agency application and resume to:

Mojave Water Agency
Attn: Monica Warren
13846 Conference Center Drive
Apple Valley, CA 92307
760-946-7000
Email: mwarren@mojavewater.org

Completed Agency application and resume are required. Applications will be accepted until **Wednesday, April 5, 2023 at 5:00 p.m.** Additional information can be obtained from the Agency's website at:

www.mojavewater.org

All applications will be reviewed in detail. Only those applicants possessing the most relevant qualifications will be invited to continue in the selection process.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision in the notice may be modified or revoked without notice. Agency appointments are contingent upon successful completion of a comprehensive *background investigation, pre-employment physical, and drug screening, as well as verification of United States citizenship* or legal authorization to be employed in the United States.

EQUAL EMPLOYMENT OPPORTUNITY

The Mojave Water Agency is an equal opportunity employer. We observe a no-smoking policy within Agency offices and vehicles, and also maintain a policy as a drug-free workplace. The Agency makes reasonable accommodations for the disabled. If candidates require special arrangements to participate in the interview process, they should state their needs in writing when submitting an application.

ABOUT THE AGENCY

The Mojave Water Agency (MWA), one of 29 State Water Contractors, is a governmental body with primary responsibility for the management of water resources over a 4,900 square-mile area of the Mojave Desert. It is the Agency's mission to implement future water management policies and programs that will ensure a stable, long-term supply of water for the Mojave Water Agency's service area.

MOJAVE WATER AGENCY



Manage the region's water resources for the common benefit to assure stability in the sustained use by the citizens we

Invites Your Interest for the Position of

*Administrative Assistant II or
Senior Administrative Assistant*

THE POSITION

The ideal candidate will perform a variety of clerical, administrative, and secretarial duties supporting the Agency and/or the daily operations of Agency departments. Support to various departmental staff; Word processing, data entry, special project support and assistance to staff and the general public. Acts as committee/meeting clerk, prepares meeting agendas and packets, transcribes and properly records minutes for meetings; schedules and coordinates meetings and training sessions; and performs related duties as assigned.

Some examples of typical job functions are:

Performs receptionist and front desk customer service duties; greets visitors and directs them to the proper area; operates the switchboard, transfers calls, takes messages, answers questions received by telephone or in person, and provides quality professional customer service; Prepares correspondence, reports, forms, and specialized documents related to the Agency or to the functions of the organizational unit to which assigned; works from drafts, notes, dictated recordings, or brief instructions. Proofreads and checks materials for accuracy, completeness, compliance with departmental policies; Performs office opening and closing duties including unlocking and locking front main doors; performs general housekeeping duties including maintenance and cleaning of coffee pots and running/emptying the dishwasher; Processes incoming and outgoing mail and packages including opening, date stamping, processing, disseminating, scanning, and uploading into the electronic mail system; receives and routes incoming packages; prepares and sends outgoing packages; copies and distributes correspondence, documents, and reports to Agency staff; Performs data entry into the Agency records system; creates requisitions for quotes; scans documents and payments into the financial database; receives and reconciles credit card statements; requests missing receipts from staff. Schedules and coordinates meetings and training sessions for management staff; acts as meeting and/or committee secretary/clerk; prepares meeting agendas and informational packets; posts and provides agendas for the public and participants; sets up meeting rooms; takes, transcribes and properly records minutes for assigned meetings, committees, and departmental needs; Reviews and processes permits and related paperwork ensuring timely receipt and accurate information; enters information into the database; Reviews and processes department invoices, annual reports and verifications; ensures accuracy; enters into the database and uploads documents to the appropriate software system. Processes department-specific reports received from or provided to the appropriate government or regulatory agency. Provides administrative support to Senior Managers and/or an assigned unit; reviews and prioritizes business correspondence; collects, compiles, and analyzes data for projects; effectively responds to customers' inquiries providing quality customer service. Assists department staff with assigned projects including tracing projects from start to finish. Prepares complex and/or sensitive documents from drafts, notes, dictated tapes, or brief instructions. Maintains, adjusts, and monitors assigned Senior Manager's and/or assigned unit's calendars; coordinates, arranges, and confirms meetings; screens request for appointments; coordinates, schedules, makes site and meal arrangements for special meetings and events; makes and confirms travel arrangements. Performs related duties and responsibilities, as assigned.

For the list of the typical job functions, knowledge & abilities, and licenses/certifications, please see the job description on the Agency website at: www.mojavewater.org/about-mwa/human-resources/

QUALIFICATIONS

Administrative Assistant II:

High school diploma or G.E.D. and three (3) years of administrative, clerical or secretarial experience, preferably with a public agency.

Senior Administrative Assistant:

High school diploma or G.E.D. and four (4) years of administrative, clerical or secretarial experience preferably with a public agency.

LICENSES & CERTIFICATIONS

- Valid California Class C Driver's License, and current automobile insurance

COMPENSATION

Administrative Assistant II: \$51,324.72 - \$71,584.60 annual salary range; paid bi-weekly, non-exempt
Senior Administrative Assistant: \$61,008.96 - \$85,415.54 annual salary range; paid bi-weekly, non-exempt

THE POSITION & DEPARTMENT

This position will serve in the Administration Department and is part of a dedicated, service-oriented team where collaboration and leadership are promoted at all levels.

BENEFITS

- PERS Retirement: 2% of highest annual salary at age 62, 5-year vesting.
{Prior Public Service before 2013 is 2% @ 55 - without a 6 month gap in service}
- Flexible Benefits Package \$24,662 annually to go towards:
 - ~Medical Insurance: Choice of PPO or HMO Plans
 - ~Deferred Compensation Program (pre-tax and post-tax) available (457 Plan)
 - ~Employee cost share of CalPERS
 - ~Retirement Health Savings (RHS) Plan available
- Additional amounts above what is provided in the Flexible Benefits Package may be contributed by employee to Deferred Compensation Program (pre-tax and post-tax) available (457 Plan)
- 5% of base pay rate placed into 401 (a) account by Agency
- Vacation: 10 days per year, maxing out to 20 days per year, based on years of service
- Vacation pay out option available
- 40 hours of flex time leave per fiscal year
- Paid Holidays: 13 days per year
- Sick leave: 12 days per year
- Life, Dental and Vision Insurance: 100% paid by Agency for employee and dependent (s)
- Tuition Reimbursement up to IRS non-taxable amount per IRC Section 127, after 12 months of employment
- Employee Assistance Program
- Long-Term Disability: 100% premium paid by Agency with coverage of up to 66 2/3% of salary allowable income in coordination with State Plans
- Interest Free Computer Loan Program up to \$3,000 after 12 months of employment
- Professional development, seminars and conferences
- 9/80 Work Schedule
- Remote Work Policy

The Agency **does not** participate in the Social Security program, except for the mandatory 1.45% Medicare Contribution paid by the Agency