



SAN DIEGO COUNTY WATER AUTHORITY
invites applications for the position of:

Senior Office Assistant

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Monthly</u>	<u>Annually</u>
\$24.97 - \$33.58	\$4,328.31 - \$5,821.23	\$51,939.68 - \$69,854.72

OPENING DATE: 01/03/17

CLOSING DATE: 01/10/17 05:30 PM

THE ORGANIZATION:

**Review and screening of applications will be limited to the first 200 applications received.
(APPLICATION FILING PERIOD WILL END AT 5:30 PM ON 01/10/2017)**

Join one of the San Diego region's most reputable and progressive public agencies!

The San Diego County Water Authority is an independent public agency that serves as San Diego County's regional water wholesaler. The mission of the San Diego County Water Authority is to provide a safe and secure water supply to its 24 member agencies serving the region's \$222 billion economy and its 3.3 million residents.

With an acute awareness of San Diego's dependence on imported water sources, the Water Authority is executing a long term strategy to diversify the region's supply sources, make major investments in the region's water delivery and storage system, and improve water use efficiency. Through dynamic leadership, thoughtful planning, and prudent fiscal policies, the Water Authority is cost effectively managing the region's water portfolio, while continuing to diversify supplies to enhance future reliability.

THE POSITION:

The Water Authority is currently searching for two (2) Senior Office Assistants to fill vacancies in the Administrative Services and Engineering Departments.

Administrative Services Department

This department provides services that support the efficient operation of the Water Authority. Responsibilities of department staff include general administrative support and records management for the entire agency; procurement support for solicitations and contracts; information technology, including maintenance of computer Enterprise Resource Planning systems and other software, acquisition and maintenance of computer hardware, and maintenance and development of Geographic Information Systems; and management of all facilities related maintenance and building systems for the Kearny Mesa office and surrounding landscape.

The Senior Office Assistant in Administrative Services performs a variety of complex and responsible office clerical, administrative support, and records management functions in support of all divisions of the Administrative Services department. The Administrative Services department consists of the following four divisions: Administrative Support and Records Management, Purchasing and Risk, Information Technology, and Facilities. The individual selected will provide a high level of customer service to both internal and external customers. Duties will include, but are not limited to, the following:

- Compose, edit, format, and print correspondence, reports, memoranda, manuals, and other documents; review documents for accuracy and completeness;
- Create and maintain spreadsheets, databases, and logs; create and maintain forms, charts, and tables, which may involve data manipulation;
- Organize, maintain, and update electronic and hard copy files, including scanning documents, completing quality control reviews, and importing into the OnBase electronic document management system;
- Maintain agency-wide standard office supply inventory and ensure items are restocked in a

timely manner;

- Use PeopleSoft enterprise financial system to create purchase order requisitions, voucher invoices, and run various reports as needed; assist with budget data entry;
- Assist in coordinating departmental calendars, schedules, meetings, events, and travel;
- Prepare meeting agendas and handouts; record and transcribe meeting minutes; assist with preparation of monthly board materials packet;
- Provide daily break and lunch coverage for front desk; assist callers and visitors and direct to appropriate party; provide department line phone coverage;
- Distribute incoming department mail and deliveries; and
- Perform other miscellaneous duties as assigned.

Engineering Department

This department is responsible for the design and construction of new regional water facilities in the Capital Improvement Program (CIP); rehabilitating or replacing facilities identified as part of the Asset Management Program; identifying and employing value engineering of design concepts to optimize facility and aqueduct system performance; managing major emergency facility repairs; and providing overall CIP programmatic monitoring and controls. It also manages the Water Authority's real estate interests by managing the acquisition, disposal, and lease of real property; patrolling and managing 168 miles of right of way; and providing survey services. In addition, the department provides technical support to other agencies, departments, and member agencies.

The Senior Office Assistant in the Engineering Department will be one of five assistants providing a full array of administrative support to each other and the other 43 staff within the department. Duties will include, but are not limited to, the following:

- Compose, edit, format, and print correspondence, reports, memoranda, manuals, and other documents; review documents for accuracy and completeness;
- Create and maintain spreadsheets, databases, and logs; create and maintain forms, charts, and tables, which may involve data manipulation;
- Organize, maintain, and update electronic and hard copy files, including scanning documents, completing quality control reviews, and importing into the OnBase electronic document management system;
- Assist in coordinating departmental calendars, schedules, meetings, events, and travel;
- Prepare meeting agendas and handouts; record and transcribe meeting minutes; assist with preparation of monthly board materials packet; and
- Perform other miscellaneous duties as assigned.

For further details regarding the duties and responsibilities of a Senior Office Assistant, and qualification guidelines for this class specification, please click on the following link: [Senior Office Assistant](#)

This position has been approved for hire at Step 1 of the salary range. Depending on qualifications, starting salary may be negotiable. Step increases may occur at 6 months, 1 year, and annually thereafter.

QUALIFICATION GUIDELINES:

Graduation from high school or G.E.D. equivalent and four years of increasingly responsible office clerical or secretarial experience. Completion of college courses leading to an Associate of Arts degree or certification as a professional secretary is strongly encouraged. Experience in a government or public utility setting is highly desirable.

APPLICATION PROCEDURE:

To be considered for this position, please submit an employment application and supplemental questionnaire. ***The application filing period will end at 5:30 p.m. on Tuesday, January 10, 2017.*** Resumes will not be accepted in lieu of a completed application and supplemental questionnaire.

All applications and supplemental questionnaires will be evaluated in relation to the criteria outlined in this job announcement. The selection process may consist of an appraisal interview, writing exercise, and/or other appropriate screening devices.

Please consider applying early if you are new to the GovernmentJobs.Com application system to ensure timely and successful navigation. If you have questions regarding the position, please contact Tamaryn Boston at (858) 522-6667. For technical assistance with the application system, please contact GovernmentJobs.Com Toll-Free Applicant Support at (855) 524-5627.

Senior Office Assistant Supplemental Questionnaire

- * 1. Each applicant must complete this supplemental questionnaire as part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?
- Yes No
- * 2. I am interested in the following position(s):
- Administrative Services
 Engineering
 Both
- * 3. Do you possess a high school diploma or GED equivalent?
- Yes No
- * 4. What is your highest level of college education?
- No College Courses
 1 - 30 Units Completed
 31 - 60 Units Completed
 Certificate as Professional Secretary/Administrative Assistant or similar
 Associates Degree
 Bachelors Degree or Higher
- * 5. Please indicate your years of increasingly responsible office clerical or secretarial experience (equivalent to full-time).
- No experience
 Less than one year
 1 - 2 years
 2 - 3 years
 3 - 4 years
 4 - 5 years
 Over five years
- * 6. Do you have experience in any of the following settings (Check all that apply):
- Government Agency
 Public Utility
 None of the Above
- * 7. Based on the information provided on the job announcement, please describe how your background makes you the ideal candidate for the Senior Office Assistant position in the Administrative Services and/or Engineering Departments. Include a brief explanation of your approach to providing top-notch customer service to both internal and external customers. **Note: Your response to this question will be used to determine your eligibility to advance in the recruitment. Please be thorough, and do not paste text from your resume as a response. Response should be 200-500 words.**
- * 8. The Senior Office Assistant in Administrative Services is responsible for providing back-up support for the receptionist, including two 15-minute breaks and one-hour lunch daily. Please briefly describe your past experience in providing frontline support to visitors and staff, including familiarity with multi-line phone systems. If you have no experience in this area (or if you are not interested in the Administrative Services position), please type "N/A."
- * 9. **COMPUTER APPLICATIONS** Which of the following best describes your proficiency in using an e-mail and calendaring program, such as Microsoft Outlook?
- I have no formal education or experience.
 I have training using this software but no practical experience.
 I use this software on occasion and/or with assistance from others.
 I use this software independently and extensively.

- I have trained others so they can use this software and others consult me as an expert for assistance.
- * 10. **COMPUTER APPLICATIONS** Which of the following best describes your proficiency in using Microsoft Word?
- I have no formal education or experience.
 I have training using this software but no practical experience.
 I use this software on occasion and/or with assistance from others.
 I use this software independently and extensively.
 I have trained others so they can use this software and others consult me as an expert for assistance.
- * 11. **COMPUTER APPLICATIONS** Which of the following best describes your proficiency in using Microsoft Excel?
- I have no formal education or experience.
 I have training using this software but no practical experience.
 I use this software on occasion and/or with assistance from others.
 I use this software independently and extensively.
 I have trained others so they can use this software and others consult me as an expert for assistance.
- * 12. **COMPUTER APPLICATIONS:** Which of the following best describes your proficiency in using Adobe Acrobat Standard or Creative Cloud?
- I have no formal education or experience.
 I have training using this software but no practical experience.
 I use this software on occasion and/or with assistance from others.
 I use this software independently and extensively.
 I have trained others so they can use this software and others consult me as an expert for assistance.
- * 13. **COMPUTER APPLICATIONS:** Which of the following best describes your proficiency in using enterprise software, such as Oracle/PeopleSoft for financial, human resources, and/or procurement management?
- I have no formal education or experience.
 I have training using this software but no practical experience.
 I use this software on occasion and/or with assistance from others.
 I use this software independently and extensively.
 I have trained others so they can use this software and others consult me as an expert for assistance.
- * 14. **COMPUTER APPLICATIONS:** Which of the following best describes your proficiency in using document/records management software, such as OnBase or SharePoint?
- I have no formal education or experience.
 I have training using this software but no practical experience.
 I use this software on occasion and/or with assistance from others.
 I use this software independently and extensively.
 I have trained others so they can use this software and others consult me as an expert for assistance.
- * 15. In order to be considered for this position, you must include your salary history on your employment application. Applications that do not include salary information will be considered incomplete. I understand that my salary information is required on my application.
- Yes No
- * 16. **APPLICANT'S ACKNOWLEDGMENT - NOTIFICATION VIA ELECTRONIC MAIL (E-MAIL)** The San Diego County Water Authority Human Resources Division uses e-mail to notify applicants of important information relating to the status and processing of your application. We do so as part of our ongoing efforts to increase operational efficiency, promote the conservation of resources, and minimize delays and costs. Therefore, as an applicant, please ensure that the e-mail address and contact information you provide are current, secure, and readily accessible to you. Do not share e-mail addresses. Spam or other filters should be adjusted to accept our e-mails. **We will not be responsible in any way if you do not receive our e-mails** (i.e., for the non-delivery of e-mail or if you fail to check your e-mail inbox on a timely basis). Read any notices that we send carefully and in a timely manner. Follow further instructions, if any. We recommend that you print and keep hard copies of our notices for your records. **I acknowledge that I have read, understand, and agree to the above.**
- Yes No