



Employment Opportunity

Administrative Assistant

Hourly Rate: \$23.32

Part time - 28 hours per week

Closing Date: Open until filled

Position Summary: Under supervision, this position performs a variety of routine and general administrative functions in support of District staff, including answering telephones, greeting and screening office visitors, input of files into a records management system, set-up and clean-up of meeting rooms, photocopying, sorting, distribution of mail, intermediate Microsoft skills and related duties as assigned. Assigned work requires the use of judgement in selecting appropriate procedures and solving routine and non-routine problems based on knowledge gained through experience. We are looking for an individual who enjoys performing administrative work and is willing to take on assignments ranging from housekeeping tasks (meeting set up and clean up) to high level administrative support (mail merge documents, compiling large documents and document management, and preparation and assembly of Board packets electronically). The ideal candidate must have the ability to take the initiative on tasks, the ability to use good judgement, not afraid to ask questions and not bored with regular mundane tasks.

The candidate provides general administrative support to various departments throughout the District as directed:

- Assists with a variety of administrative projects and assignments.
- Telephone support and greeting and announcing guests.
- Coordinate meeting arrangements, from inception to clean up.
- Conducts research and gathers information.
- Schedule appointments and meetings through Outlook.
- Intermediate skill level for Microsoft Word and Excel, including mail merge.
- Utilize automated formatting features in MS Word documents.
- Assist with input of documents to the records management system (Laserfiche).
- Types, edits and proofreads correspondence, memoranda and other documents.
- Operates, maintains and monitors standard office equipment.



MWDOC is an independent public water agency that serves as Orange County's regional imported water wholesaler. MWDOC's efforts focus on sound planning and appropriate investments in water supply development, water reliability, water resources management, water use efficiency, public information, legislative advocacy, water education, and emergency preparedness. We serve 2.3 million residents of Orange County through 27 retail water agencies, plus the Orange County Water District.

MWDOC is governed by a seven-member Board of Directors, each elected by the public to represent a specific portion of Orange County. MWDOC is the third largest Metropolitan Water District of Southern California (MET) member agency and holds key leadership positions on the MET Board of Directors that oversee policy development, strategy, and water reliability for all of Southern California. MWDOC currently employs 30 full-time employees and has an annual operating budget of over \$8 million.

The District's total budget is over \$188 million.

MWDOC offers an amicable work environment with a dedicated professional team and is located off of the 405 freeway in Fountain Valley, five miles from Huntington Beach and South Coast Plaza, and close to many of Orange County's greatest attractions.

Education and Experience: The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Three years of office administrative or secretarial experience and any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

CalPERS Retirement Plan: Effective January 1, 2013, newly hired employees who are new CalPERS members, as defined by the Public Employees' Pension reform Act of 2013 (PEPRA), will be enrolled in the CalPERS 2% at age 62 defined benefit plan with three year final compensation in accordance with PEPRA. New members will be required to pay fifty percent of the normal pension costs as their full share of the member contribution. An employee who is a "classic" member of CalPERS or a current member of another California public retirement system, will be enrolled in the CalPERS 2% at 55 benefit formula with one year final compensation. Classic members pay employee share of pension contribution.

Application Procedure: All applicants interested in being considered for this position **must** submit a completed application (found at <http://www.mwdoc.com/business/employment>) to jobs@mwdoc.com. All applications will be evaluated in relation to the criteria outlined in this job posting and the complete job description. Highly qualified candidates with the most relevant qualifications will be invited to continue in the selection process which will consist of a phone interview, panel interview, skills assessment, and/or other appropriate screening methods. Employment is contingent upon successful completion of a background investigation.

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