



Employment Opportunity – Public Affairs Assistant

Starting Salary from \$53,176 to \$62,479 DOQ

Salary Range Maximum \$71,783

Full time - 40 hours per week

Closing Date: November 24, 2017, 5PM

Position Summary:

Under direct supervision, provides administrative support for the Municipal Water District of Orange County (MWD OC) Public Affairs programs and events. These activities are intended to increase understanding, awareness and support of the District's mission, goals, and objectives.

Duties and Responsibilities (Essential Functions):

- Develops and maintains effective relationships with District board and employees, with MWD OC's 28 member agencies and Metropolitan staff, elected officials, community and stakeholder groups, the public, and representatives of other government agencies and related organizations.
- Assists in coordinating effective text and graphic design layouts for a variety of communication efforts, including: brochures, flyers, event programs, infographics, briefing papers, collages, etc.
- Assists with the coordination of the annual MWD OC Poster & Slogan and Photography and Digital Arts contests.
- Assists in the planning of events and meetings including quarterly Water Policy Forum & Dinners, the O.C. Water Summit, the annual DC Congressional Luncheon and Dinner, the Elected Officials Forum, and a variety of other community and special events.
- Provide timely customer service to MWD OC member agencies and members of the public.
- Maintains inventory of event materials, and coordinate purchase of supplies for the department.
- Assists with creation of information for the District's website & social media efforts.
- Manage calendars that are constantly in flux. Schedule, confirm, and coordinate meetings.
- Schedule conference rooms for internal and external meetings.
- Track and process invoices and complete detailed expense reports.
- Coordinate light travel arrangements for team members.
- Conducts research and work on special projects as assigned.
- Desired Qualifications (Knowledge, Skills and Abilities)
- Excellent computer skills and high level of proficiency in various programs - including Outlook, Word, PowerPoint, and Excel, graphic design software (Adobe Photoshop, Illustrator, InDesign).
- Exceptional communication skills with an ability to respond with professionalism in verbal as well as written communications.
- Strong writer. Impeccable attention to detail. Proofreading and copywriting experience a plus.
- Proactive, outgoing, positive and professional aptitude.
- Independent, self-motivated with excellent organizational skills and possess the ability to work under pressure, manage priorities, handle multiple tasks with frequent deadlines, work well in team environments, and be productive when working independently with minimal supervision.
- Exercise sound judgment and decision making skills in situations involving the administration of District programs and activities.
- Provide excellent customer service when communicating with a variety of audiences and stakeholders.
- Coordinates multiple projects simultaneously and prioritize while ensuring that project objectives and deadlines are met.

- Understand both social and digital media platforms including mobile apps and web layout, social media content structure and analytics.

Education and Experience: At least 3 years of experience that demonstrates the ability to carry out technical and administrative functions described.

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.