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Administrative Assistant

Salary Range \$27.65 to \$40.83 per hour

Full-time including Benefits

The District

The Foresthill Public Utility District operates the public water system for the unincorporated community of Foresthill, California, located in Placer County, approximately 60 miles northeast of Sacramento. The Foresthill area is located on the ridge between the North and Middle Forks of the American River, commonly referred to as the Foresthill Divide.

The District incorporates an area of approximately 13,000 acres and contains primarily residential development. The District has a population of approximately 6,000 and provides approximately 2,000 water service connections.

The District is governed by a five-member Board of Directors and currently employs seven full-time employees.

The Position of Administrative Assistant

The Foresthill Public Utility District is recruiting for its Administrative Assistant position.

Under administrative direction, the Administrative Assistant is responsible for a wide range of executive level support and communication for the General Manager. The Administrative Assistant is expected to exercise a high degree of tact, discretion, trust, judgment and confidentiality in performing a wide variety of complex duties and assignments with only limited direction and supervision.

The Administrative Assistant

- Perform a wide variety of complex, confidential and self-initiated administrative support and communication duties as directed by the General Manager, including overseeing or preparing agendas, information packets, legal notices and the taking and transcribing of official minutes.
- Maintain records and files including confidential documents, records and reports.
- Coordinate and supervise responses to records request under the California Public Records Act.
- Coordinate District public outreach and information programs including preparing special presentations, brochures, displays, articles, news releases, media clipping services, and District customer newsletters.
- Maintain mailing lists and electronic distribution lists.
- Operate a variety of audio and visual equipment.
- Attend and represent the District at meetings and events.
- Research and prepare correspondence, memoranda, reports, e-mails, policies and procedures and other miscellaneous documents.
- Prepare purchase requisitions, budget transfers, expense reports and payroll records.
- Participate in budget preparation and administration including controlling expenditures.
- Receive and screen calls, visitors and correspondence and respond independently to

inquiries and correspondence, or refer to appropriate personnel for action on behalf of the General Manager.

- Monitor the status of pending inquiries and follow up as appropriate.
- Respond to customer or citizen inquiries, concerns and complaints.
- Supervise clerical and technical positions and direct consultants.
- Arrange and schedule meetings for the General Manager, Board President, Planning Committee and Financial Committee.
- Take dictation and summarize and type minutes of meeting from electronic recording devices and handwritten notes.
- Type finished copy from notes, typed copy, rough draft and oral instructions.
- Record documents at County Recorder's Office.
- Prepare, post and publish public notices and documents.
- Prepare and compose resolutions, certifications and other necessary documents.
- Assist in planning and implementing special events.
- Coordinate the timely preparation and filing of Statements of Economic Interest forms for Board members, applicable staff and consultants.
- Ensure compliance with applicable laws (e.g., Brown Act, Public Records Act, FPPC reporting and disclosure requirements).
- Coordinate the election process for the District with County and State election officials.
- Coordinate legal notices with media for various public hearings.
- Load agendas, minutes, newsletters and news releases onto District website.
- Recommend and assist in the implementation of goals and objectives and establish schedules and methods for the General Manager's office and implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of clerical and technical staff and coordinate staff training.
- Attend meetings and perform other duties as assigned by the General Manager.

- May serve as secretary at various meetings, as needed.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform other duties as required.

The Ideal Candidate

The ideal candidate for this position will be an energetic, self-motivated and dynamic Administrative professional who models a strong work ethic and commitment to public service. Additionally, the ideal candidate will possess the following attributes and characteristics:

- Six years of progressively responsible clerical, secretarial or administrative work. Experience providing administrative support to a governance board is highly desirable
- Be able to analyze situations carefully, recommend solutions, and adopt effective courses of action.
- Maintain confidential information and records
- Willing to learn the services, organization and functions of the District
- Be able to perform administrative support and public information duties with minimal supervision and direction
- Exercise initiative and sound judgment in recognizing scope of authority
- Accurately record and transcribe information and actions in official written minutes and other applicable documents
- Work tactfully and effectively with elected and appointed officials, the public and staff
- Strong organizational and administrative skills
- The ability to plan, organize, schedule and coordinate monthly board meetings, planning and financial committee meetings
- The ability to communicate clearly and effectively, both orally and in writing, with an emphasis on team building, interpersonal relationships, and gaining cooperation through discussion and persuasion
- The ability to identify "a better way of doing things" by viewing issues or problems as opportunities for improvement rather than as obstacles
- A willingness to model the District's customer service philosophy of responsiveness to customer concerns, active listening and the delivery of services exceeding customer expectations

- The capacity to exhibit flexibility, innovation and creativity to problem solving
- The capability to exercise sound judgment, keep calm and make appropriate decisions in emergency situations and under pressure

About Our System

The District was formed in 1950 pursuant to the provisions of Section 15501 et. seq. of the California Public Utilities Code for the purpose of operating a water system. The District's water system supplies potable water to approximately 2,000 customers.

System Facts

Miles of pipes: 33.6

Number of water treatment plants: 1

Number of storage tanks: 4

Total plant capacity (in million gallons per day): 3

Owner/Operator of Sugar Pine Dam & Reservoir

Population served: 6,000

Total water accounts: 2,000

Water sales, annual: \$1,860,000

Net capital assets: \$9,784,118

Foresthill PUD Mission Statement

To provide the Community of Foresthill with the highest quality drinking water at affordable rates with courteous and professional service.

To manage District resources responsibly for future generations.



About the Community

Foresthill –

A Proud Heritage and A Bright Future

Nestled in the beautiful Tahoe National Forest, Foresthill became a town in 1850 and was one of the first areas discovered during California's Gold Rush. Mining has been a business staple in town since its inception, with hundreds of mines located in the area, many still active today. Following the mining boom, logging soon became big business with several lumber mills operating in and around the area.

Today, Foresthill continues in its tradition as a beautiful mountain community of nearly 6,000 residents. Located on the outskirts of the Sacramento Valley, it boasts stunning forests, gorgeous waterfalls and lakes and an abundance of trails and campgrounds. With a quaint main street area and a distinctive sense of community, Foresthill offers its residents a sense of comfort and belonging. It is a wonderful place to live, visit and explore.



Compensation and Benefits

The compensation and benefits for the Administrative Assistant will be based upon the successful candidate's qualifications. The current compensation package includes:

Salary – \$27.65 to \$40.83 per hour

Vacation Leave – Starting at 10 days per year, increasing thereafter based on years of service

Holidays – 13 holidays per year

Paid Sick Leave – 12 days per year

Retirement – Membership in CalPERS. The District also participates in Social Security.

Health Insurance – The District will cover 100% of the premium for a single employee at the lowest cost premium offered by the District annually. Should employee choose a different plan or include a spouse and/or dependent/s the District will pay 80% of the total cost for spouse and/or dependent/s.

Dental Insurance – District pays 80% of the full premium for family coverage

Vision Insurance – The District will pay 80% of the full premium for family coverage

Life Insurance – The District provides life insurance for all regular full-time employees in all job classifications, in an amount equal to the employee's annual salary. The District maintains a Group Long Term Disability Insurance Policy in addition to State Disability.

Administrative Assistant

Selection Process Instructions

The selection process for the Administrative Assistant position will be a multi-phase process comprised of the following:

- (1) A review of supplemental questions
- (2) A panel interview with the most qualified candidates
- (3) A hiring interview with the finalist candidates

Phase 1 – Supplemental Questions

The following questions comprise the first step in the selection process for the Administrative Assistant position and are intended to assist you in presenting your qualifications. Your answers to these questions will be evaluated and scored to determine the most qualified candidates to continue in the selection process. Please be complete and specific in answering the questions. A resume should be submitted along with your application materials but will not be accepted in lieu of your responses to these supplemental questions. Applications submitted without responses to these supplemental questions will not be evaluated. In responding to the supplemental questions, please limit your responses to no more than one (1) single-spaced type-written page per question.

Supplemental Questions:

1. Please describe your clerical, secretarial or administrative work experience in the operation of a public utility, water district and/or similar agency. In your response, please address:
 - (a) The organization(s) where you acquired your experience
 - (b) A summary of your job duties and responsibilities
 - (c) The number and level of staff supervised/managed
 - (d) The supervisor to whom you were directly accountable
2. Describe your most recent service as an administrative assistant and describe any experience you have serving elected boards.

To Be Considered

Candidates for this highly desirable career opportunity will possess six years of increasingly responsible clerical, secretarial and administrative experience in the operation of a public utility.

Experience in a water district or similar agency is highly desirable. Additionally, the following are desirable qualifications:

- Education: High school diploma is required. Secondary education is preferred
- Experience: Six years of progressively responsible clerical, secretarial or administrative work. Experience providing administrative support to a governance board is highly desirable.
- Driver's license: Possession of a valid California Class driver's license and acceptable driving record.

If you are interested in applying for this career opportunity with the Foresthill Public Utility District, please submit a District application, resume, and responses to the supplemental questions by the final filing date, May 3, 2021, (postmarks not accepted) to:

**Foresthill Public Utility District
24540 Main Street
P.O. Box 266
Foresthill, CA 95631
(530) 367-2511**

Foresthill Public Utility District reserves the right to extend the filing period as it may find necessary until the position is filled.

