



Regional Water Authority
BUILDING ALLIANCES IN NORTHERN CALIFORNIA

Now accepting applications for

EXECUTIVE ASSISTANT/ BOARD CLERK



THE POSITION

Do you want to make a difference in your community by being part of a team that is ensuring water supply and affordability for future generations? Are you the type of person that likes to help others and be the center of office operations? If so, the Regional Water Authority (RWA) welcomes your application to be the next Executive Assistant.

As the Executive Assistant you will provide highly responsible, confidential, and complex administrative support to the Executive Director and the Board of Directors of the Regional Water Authority (RWA); provide general assistance to the public; and provide general office administrative support to staff.

This unique position will also serve as clerk and liaison to both the Regional Water Authority (RWA) and the Sacramento Groundwater Authority (SGA) by preparing meeting agendas, recording, transcribing and preparing meeting minutes.

THE IDEAL CANDIDATE WILL

- Be a self-starter with excellent communication, organization, and time-management skills.
- Be process oriented with attention to detail and the demonstrated ability to adhere to strict deadlines.
- Have demonstrated ability to use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Have knowledge of applicable federal, state and local laws, rules, regulations ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including the Public Records Act, and the Brown Act.
- Have demonstrated technology skills to schedule and post virtual meetings and post agenda packages, public documents, and managing records.
- Have excellent demonstrated written and oral communication, communicating in a proactive, approachable, and responsive nature and the ability to provide editorial review for Authority published content.
- Have demonstrated skill in maintaining administrative files including historical legal documents, resolutions, ordinances, and agreements.
- Be available to attend Board and Committee meetings and study sessions; prepare minutes and other documents; direct the publication, filing, indexing and safekeeping of all proceedings of the Boards.



COMPETENCIES

Adaptability/Flexibility - Shifts gears comfortably.

Attention to Detail - Accomplishes tasks with thoroughness and accuracy.

Communication - Effectively conveys and exchange thoughts, options, and information verbally and in writing.

Customer Service - Maintains ongoing client relationships.

Inclusiveness - Respects and values working in a diverse environment.

Interpersonal Relations and Skills - Builds relationships based on mutual trust and respect.

Initiative - Assesses and initiates things independently.

Leverage Technology - Comfortably works with technology.

Teamwork - Works collaboratively with others in order to achieve a goal.

Time Management/Organization - Plans and executes plans for events, tasks, and processes in an efficient manner.

ABOUT THE AUTHORITIES

The Regional Water Authority (RWA) is a joint powers authority representing over two dozen water providers and affiliates in the greater Sacramento region.

The Regional Water Authority's Mission is to serve, represent, and align the interests of regional water providers and stakeholders for the purpose of improving water supply reliability, availability, quality, and affordability.

The Regional Water Authority is recognized as a leader for its integrated and collaborative approach in assisting its members' effective management of the region's water resources in support of a sustainable environment, healthy communities, a vibrant economy, and water supply reliability and resilience under future climate conditions.

The Sacramento Groundwater Authority (SGA) is a joint powers authority formed in 1998 to manage the groundwater basin in Sacramento County. The basin encompasses the southern one-third of the North American Subbasin as defined by the California Department of Water Resources.

The Sacramento Groundwater Authority is recognized as an essential part of implementing the groundwater management element of the historic Water Forum Agreement (WFA) of 2000. A centerpiece of the agreement is a regional program to manage and conjunctively use groundwater and surface water to help meet water needs through the year 2030, while reducing diversions from the lower American River during environmentally sensitive times.



QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities are qualifying. A typical way to obtain the required qualifications would be:

- Four years of progressively responsible experience performing office support duties that included supporting an executive director, department head, or manager, maintaining complex filing records, and taking and transcribing Board minutes
- Equivalent to an Associate's degree from an accredited college with major course work in business administration, public administration, or closely related field.



SALARY AND BENEFITS

The starting salary will be commensurate with the experience, qualifications, and skills of the successful candidate with a salary range of \$69,288.00 - \$83,148.00 annually DOE/DOQ.

- **Retirement:** The RWA is a member of the California Public Employees' Retirement System. Employees hired on or prior to December 31, 2012, currently contribute 7% of the "employee's share" for the 2% @ 55 Retirement Plan (integrated with Social Security). Employees hired on or after January 1, 2013, who are considered a new member of CalPERS per PEPRA regulations, will contribute 50% of the "total cost" for the 2% @ 62 Retirement Plan (integrated with Social Security). Participation is mandatory.
- **Medical Insurance:** The RWA provides a choice of PERS Medical Plans for employees and their dependents at no cost for full-time employees. In-lieu payment is available for medical opt-out.
- **Dental and Vision Insurance:** The RWA provides dental and vision insurance for employees and their dependents at no cost for full-time employees.
- **Short Term Disability (STD) Long Term Disability (LTD) Insurance:** The RWA provides STD and LTD at no cost for full-time employees.
- **Deferred Compensation Plan:** RWA employees may voluntarily participate in a tax-deferred retirement plan, which allows employees to defer a part of their wages and, at the same time, lower their state and federal income taxes.
- **Holidays:** The RWA normally observes eleven (11) holidays a year and employees receive two additional floating holidays each year.
- **Vacation:** Basic vacation is accumulated at the rate of one day for each month worked. Beginning with the sixth year of service, additional vacation is accumulated for longevity up to a maximum of twenty-five (25) days a year.
- **Sick Leave:** Is accumulated at the rate of one workday per month.

SELECTION PROCESS

DEADLINE TO APPLY: Monday, October 31, 2022, at 11:59 PM PST.

Apply at: <https://bit.ly/RWA-BC-EA>



Appraisal Process – (Pass/Fail) After the closing deadline, applications will be screened in relation to the criteria indicated in this announcement. This process may also include various interviews and/or a skills assessment exam to rank applications, and to prepare a Qualified Candidate List.

Minimum Qualification Assessment - (Pass/Fail) All completed applications and supplemental questionnaires will be reviewed and assessed for each applicant's ability to meet the minimum work experience, training, and education qualifications.

Online Skills Assessment – (Pass/Fail) An Online Skills Assessment may be used to evaluate candidates' knowledge, skills, and abilities for the position. The Online Skills Assessment will be conducted via a video conference platform and is tentatively scheduled the week of November 7th. Candidates who pass the Online Skills Assessment will be invited to participate in the next step of the Selection Process.

Remote Screen Interview Exam – (100%) Candidates who pass the Online Skills Assessment will be invited to a Remote Screen Interview examination to evaluate training, experience, and other job-related qualifications for the position. The Remote Screen Interview will be conducted via a video conference platform and is tentatively scheduled for the week of November 15th.

Hiring Interview with RWA – Candidates who pass the Remote Screen Interview will be invited to interview with the RWA which is tentatively scheduled for the week of December 4th. PLEASE NOTE: RWA and SGA current policy on COVID-19 states all employees must be vaccinated or have a qualified medical or religious exemption.

All communication and notices will be sent via e-mail. Additional inquiries about the position may be directed to aniewald@rgs.ca.gov.

Neither Regional Government Services nor RWA are responsible for failure of internet forms or email in submitting your application. Candidates who may require special assistance in any phase of the application or selection process should advise Human Resources by mailing aniewald@rgs.ca.gov.



Regional Government Services

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