

ADMINISTRATIVE ASSISTANT 3 or 4

CAREER OPENING



Clark Regional Wastewater District (District) seeks two Administrative Assistants to join their Administration team. The Administrative Assistants are responsible for providing complex, advanced, professional-level administrative and executive management support to District leadership.

One Administrative Assistant 3 (or 4, with proper qualifications) will be primarily responsible for supporting the District's Engineering-Treatment Department by providing senior administrative (or executive-level) support to the Alliance Capital Program and Principal Engineer, including planning, design, and construction projects, and the Regulatory Compliance/Industrial Pretreatment Program.

The second Administrative Assistant 3 (or 4, with proper qualifications) will be focused on providing senior administrative (or executive-level) support to the District and Alliance Board and Committee meeting(s) processes, including assisting with Board packet preparation and production and supporting the Board Clerk processes. This position will also provide professional support to the following departments and programs: Finance Department, IT program, Facilities program, Safety program, and the District Communications program.

KEY RESPONSIBILITIES

- Prepare correspondence and other forms of communication with general input and directions
- Utilize spreadsheets, databases, and other software to maintain, track, retrieve, analyze, and report on data and information
- Provide calendar and travel support to assigned program or department leadership
- Maintain and manage control of written and electronic records
- Maintain contracts (professional services, public works, etc.), including assisting with contracting processes, procurement, payments, and overall contract responsibility
- Provide external agency coordination, develop meeting materials and presentations, conduct research and analysis
- Ability to prioritize competing assignments and multiple deadlines is essential

QUALIFICATIONS

Any combination of education and experience that provides the requisite knowledge, skills and abilities. Typically this can include:

- High school diploma or equivalent required; AA Degree or business school training desired
- Five to seven years of advanced administrative support experience
- Tested proficiency in Microsoft Word, Excel, Outlook, and PowerPoint, as well as word processing and proofreading
- Excellent Business English, spelling, and grammar skills
- Advanced use of Adobe Acrobat
- Public sector procurement laws and regulations
- Washington Secretary of State Records Management Guidelines

COMPENSATION & BENEFITS

The District provides employees the resources to grow professionally and stay happy and healthy. Compensation and benefits include:

- Paid certification and training
- 100% employer-paid medical, dental and vision (employee and family)
- Paid vacation and sick leave
- Public Employee Retirement System (PERS)
- Flexible Spending Account (FSA) for medical and dependent care
- Education assistance program
- Training and development
- Basic life insurance
- Long-term disability

Administrative Assistant 3 Salary range: \$4,905 to \$6,412 per month

Starting salary: \$4,905 to \$5,608 per month, depending on qualifications.

Administrative Assistant 4 Salary range: \$5,297 to \$6,925 per month

Starting salary: \$5,297 to \$6,056 per month, depending on qualifications.

HOW TO JOIN OUR TEAM

Position remains open until filled.

For more information or questions, contact:
Kim Gribner, HR Specialist
360-360-5303

kgribner@crwwd.com

An Equal Employment Opportunity Employer.

Physical Address:

8000 NE 52nd Court
Vancouver, WA 98665
360-750-5876

www.CRWWD.com



ABOUT THE DISTRICT

The District's mission: Provide customer-focused, professional wastewater services in an environmentally and financially responsible manner.

Formed in 1958, the District provides reliable, affordable service to more than 100,000 people. The District supports economic development while protecting public health and the environment.

Ensuring residents have access to high-quality sewer service at competitive and stable rates is important. The District achieves this through proactive planning, sound financial management, and a regional approach to governance and service delivery. Recent initiatives such as the Discovery Corridor Wastewater Transmission System (DCWTS), Discovery Clean Water Alliance (Alliance) and City of Ridgefield Collection System Transfer have not only supported local economic growth, but also helped to ensure low and consistent rates for our customers well into the future.



The District's unique approach to serving the community has led to recognition with several awards and accreditation:

- GFOA Distinguished Budget Presentation Award, 2016-2024
- GFOA Certificate of Achievement for Excellence in Financial Reporting, 1988-2022
- *Vancouver Business Journal* inaugural Catalyst Award in 2015 for DCWTS
- Governor's Smart Communities Award in 2013 for Alliance
- APWA Accredited since 2005

WHY JOIN THE DISTRICT?

- **A professional utility.** An industry leading utility devoted to serving its growing customer base with professional staff and services.



- **A great place to work and live.** You'll find a healthy work/life balance, along with affordable homes, a variety of outdoor activities, impressive school districts, and a foodie's paradise nearby. Recreational opportunities abound within an hour drive to the mountains or the coast.
- **A passion for the community.** Whether growing food together, presenting at public safety fairs, or participating in local parades, the District and its employees strive to give back and engage the community.
- **The chance to make a difference.** Our workplace is big enough to make things happen, but small enough to celebrate the contributions of each employee.
- **Engaging Projects.** Our projects are fully funded, ensuring stability and progress.
- **Collaborative Environment.** Work alongside an excellent Administrative team, committed to supporting each other and achieving our goals.
- **Family-Friendly Culture.** As a public agency, we value work-life balance, offering a more family-friendly environment compared to the 55-60 hour work week's common in consulting.
- **Strong Support.** Benefit from robust support from our Board and partner agencies, ensuring you have the resources and backing to excel.

