

ADMINISTRATIVE ASSISTANT 3

CAREER OPENING



Clark Regional Wastewater District seeks an Administrative Assistant 3 to provide administrative, technical, and coordination support for the Operations–Collections team.

This position supports field-focused operations by coordinating department communications, meeting materials, records, schedules, purchasing, contracts, invoices, work order information, reporting, training, and follow-up items that help keep Collections work organized and moving forward.

The position is ideal for someone who enjoys variety, takes pride in accuracy, and can balance routine administrative responsibilities with time-sensitive requests in a fast-paced public service environment.

KEY RESPONSIBILITIES

- Prepare correspondence, agendas, meeting notes, reports, procedures, presentations, and other department materials
- Support department communications, notices, updates, internal routing, and information shared with crews, staff, customers, and partners
- Track and organize information using spreadsheets, databases, work order systems, records tools, and other business systems
- Coordinate calendars, meetings, training, travel, rosters, reminders, and follow-up items for Operations–Collections staff
- Maintain department records, procedures, meeting materials, retention-related documents, and operational tracking tools
- Support contracts, purchase orders, invoices, budget tracking, payment coordination, and administrative documentation
- Coordinate with internal departments and external partners to keep action items, timelines, and administrative steps organized
- Prioritize competing assignments and provide responsive, accurate support to Operations–Collections priorities

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; additional administrative training desired
- Increasingly responsible administrative support experience appropriate to an Administrative Assistant 3 role
- Proficiency with Microsoft Office, Adobe Acrobat, proofreading, and document production
- Ability to learn department systems for records, work orders, purchasing, scheduling, training coordination, and reporting
- Knowledge of purchasing, contracts, invoices, records management, meeting coordination, and operational program support
- Ability to maintain confidentiality, exercise sound judgment, work independently, and provide responsive support to changing operational priorities

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

Salary range: \$5,254 to \$6,868 per month

Starting salary: \$5,254 to \$6,007 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



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.

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 130,000 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, 2016-2025
- GFOA Certificate of Achievement for Excellence in Financial Reporting, 1988-2024
- *Vancouver Business Journal* inaugural Catalyst Award in 2015 for DCWTS
- Governor's Smart Communities Award in 2013 for Alliance
- APWA Accredited since 2005

