

EXECUTIVE ASSISTANT

CAREER OPENING



Clark Regional Wastewater District seeks a highly skilled Executive Assistant to provide complex, confidential, and professional administrative support to the General Manager in support of the District's mission, vision, values, and organizational goals.

This position serves as a key liaison between the General Manager, Board, business partners, committees, affiliated organizations, public officials, and the general public, requiring discretion, sound judgment, strong communication skills, and a high level of professionalism.

The position is the designated successor to the Board Clerk.

KEY RESPONSIBILITIES

Duties include:

- Provide confidential, complex administrative support to the General Manager
- Serve as a liaison with the Board, management, partner agencies, and public officials
- Support Board and committee processes, including agenda materials and minutes (as needed)
- Prepare, edit, and manage correspondence, reports, presentations, and documents
- Research, assemble, analyze, and summarize data and background materials
- Maintain and manage written and electronic records in accordance with state guidelines
- Coordinate calendars, meetings, travel, and events

QUALIFICATIONS

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

- Seven (7) years of increasingly responsible administrative support experience, including at least two (2) years supporting executive or upper management
- Associate degree or specialized training in administration, business, office management, records management, or related field
- Washington State Notary Public (required within 12 months of hire)
- PACE (ASAP) or CAP (IAAP) certification preferred

COMPENSATION & BENEFITS

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

- 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
- Paid certification and training
- Education assistance program
- Basic life insurance
- Long-term disability

Salary range: \$6,618 to \$8,652 per month

Starting salary: \$6,618 to \$7,567 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 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



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.