



Administrative Specialist
Salary Range \$51,168 - \$69,076

Fair Oaks Water District (FOWD) is committed to providing our community with an adequate and reliable supply of water, exceeding all drinking water standards, at the lowest reasonable cost. A full-time position offers a terrific team environment and excellent benefit package.

This is an open until filled recruitment for the position of Administrative Specialist. The FOWD may schedule interviews to fill positions at any time during a continuous recruitment and close a continuous recruitment without notice.

General Statement of Job

Under the direction of the Finance Manager, the Administrative Specialist performs a wide variety of responsible administrative work in support of the management team. This work requires the application of highly developed administrative and technical skills in such areas as finance, purchasing, contract administration support, data analysis and entry, website maintenance, onsite IT support, report writing, and records retention, among other responsibilities.

Job Standards/Specifications

Any combination of training and experience may qualify if it would provide the skills, knowledge and abilities to accomplish the requirements of the position.

Knowledge of:

- Research and report preparation, including technical report and business letter writing.
- Principles and practices of organization and administrative support.
- Principles and practices of contract administration.
- Principles and procedures of fiscal, administrative and statistical record keeping, reporting and compliance.
- Principles, procedures, and practices related to the purchasing of materials and equipment for a public agency.
- Principles and practice of document maintenance using electronic and manual document filing and retrieval systems.
- Advanced clerical techniques and skills, including attention to detail and interpersonal skills.
- Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, databases and web maintenance.

Ability to:

- Provide highly specialized administrative support to the management team as assigned.
- Listen and communicate effectively both orally and in writing with a mastery of English grammar, business writing, punctuation, and spelling; ability to compose and appropriately format correspondence and reports.
- Work independently using good judgment, tact, and discretion.
- Establish and maintain effective working relationships within the District, agencies, suppliers, vendors, and the public.
- Utilize standard office equipment and Microsoft suite of computer software.
- Prepare and present clear, concise, accurate and complete documents.
- Review documents, make recommendations and necessary changes.
- Coordinate and prioritize multiple administrative, clerical and financial tasks or activities.
- Analyze facts and make sound recommendations.
- Plan, initiate and complete work assignments with minimum direction.
- Efficiently operate computers and applicable software.
- Maintain accurate records and filing system.
- Apply general finance principles to the analysis of financial and accounting transactions.

Desired Experience, Licenses and Certification

- Bachelor's degree in business administration or a related field.
- Minimum of three years' professional experience performing high level administrative and related work.
- Experience and competency in composing business letters, reports and other office correspondence.
- Ability to take initiative and plan, organize, coordinate and perform work in various situations with diverse demands.
- Advanced skill in current Microsoft Office applications.

Required Licenses/Certifications

- Valid California driver's license.
- High School Diploma.

Full job descriptions at <https://www.fowd.com/job-descriptions>

HOW TO APPLY: Applications and job descriptions may be obtained at <http://www.fowd.com/employment> or from the FOWD office located at 10326 Fair Oaks Blvd., Fair Oaks, CA 95628. Resumes and cover letters are encouraged but will *not* be accepted in lieu of the application packet.

Application packets may be emailed to rsimon@fowd.com or mailed to the address above for consideration.

The FOWD is committed to continuously providing a workplace where equal employment opportunity is afforded to all people.