



California Rural Water Association

SUSP Office Administrator

Job Posting

Location: Jacumba – Jacumba Community Services District (JCSD)

Reports To: SUSP Operations Managers

This is a Specialized Utilities Service Program position, working in the Jacumba Community Service District Office, Reporting directly to the SUSP Operations Managers.

(This position provides full administrative support, assists with the performance of the districts functions and acts as the Operations Managers and Board of Directors secretary.)

Primary Duties: Of the Office Manager is responsible for preparing the monthly customer billing, bookkeeping, record keeping, banking, and general office duties; typing reports, word processing, spread sheets, filing, answering phones, general correspondence, setting up new customer accounts, handling of customer service and customer disputes/complaints. Issuing invoices and following up on outstanding payments, monitoring and ordering office supplies, maintaining and updating all current, new, and employee files. Cleaning and maintaining front office and office restroom.

Primary Duties: Of the Clerk of the Board responsible for preparing the agenda & Board packets for the JCSD Board meetings. The accurate recording of the minutes from Board meetings, maintaining, updating and safe storage of the JCSD Minutes Book and archived minutes. Maintaining an up-to-date list of current Board members, facilitation and filings of all required annual fillings, knowing procedures for vacancies and candidacy, and posting Board vacancies. Attending all Board meetings.

Skills – preferred

- High school diploma or GED
- Preferred 1 yrs.+ clerical experience
- Customer service 1yr. experience
- Knowledge of general office procedures, composing letters and email
- Communication skills written and verbal
- Friendly and professional demeanor
- Computer skills
- Attention to detail, solid organization and multi-tasking abilities

- Maintain general company record to uphold accurate files
- Ability to learn billing software
- Ability to operate office equipment (fax, copier, mail, etc.)
- Ability to type- 20 words per minute
- Knowledge of Word, Excel.
- Basic booking skills
- Perform administrative tasks, including filing and photocopying
- Proofreading, spelling, grammar punctuation and math
- Able to work independently
- Develop and implement office procedures

Regular office hours are Monday-Friday from 9:00am to 3:00pm. Not to exceed 30 hours a week.

Pay scale: Beginning pay is \$18.00 to \$22.00 per hour depending on experience

How to Apply

Applications can be downloaded from:
jacumbawater.com or by emailing egonzalez@calruralwater.org

Please submit completed applications via email to:

- egonzalez@calruralwater.org and rbrungess@calruralwater.org

Open Until Filled