

BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT

BCPUD

BOX 390 270 ELM ROAD BOLINAS CALIFORNIA 94924

415 868 1224



EMPLOYMENT OPPORTUNITY

Position

Temporary Part-Time Administrative Aide, with Potential for Full-Time

Weekly Hours

Negotiable Schedule of 16–20 Hours Per Week

Pay Rate

\$25.00/hour

Description

The BCPUD is seeking to hire a Part-Time Administrative Aide to the Assistant General Manager and the General Manager. This is an at-will, temporary, no-benefits position. This position has the potential to become a full-time position with benefits. Full-time salary negotiable.

Essential Functions

Under the general supervision of the Assistant General Manager and the General Manager, the job duties of this position are to:

- Perform a variety of typing and data entry assignments
- Perform filing and record keeping
- Fold, stuff and seal bulk customer mailing projects and mail as needed
- Proofread copies
- Operate copiers and a variety of office equipment
- Transcribe Board of Directors meeting minutes and other documents, as needed
- Conduct occasional duties out-of-town, such as picking up the mail, or delivering water and/or wastewater samples to a designated laboratory or drop-off location
- Perform duties in a professional manner and work well with others or in a team setting
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities

Job Standards/Specifications

Knowledge of:

- Computer systems and software applications related to District management support and administrative functions, including word processing (Microsoft Word) and spreadsheet software (Excel)
- Familiarity with Microsoft 365 a plus
- Correct English usage, spelling, grammar, and punctuation

Ability to:

- Provide work coordination for Assistant General Manager and General Manager

- Utilize computers and applicable software in the performance of office and administrative support assignments
- Operate a variety of office equipment
- Effectively maintain good relations with the public and customers

Typical Physical Activities

- Work at a desk for an extended period of time
- Work in an office environment, lift and move objects up to 15 pounds such as storage boxes, books, and small office equipment
- Use office equipment such as computers and copiers
- Travel occasionally by vehicle in connection with the job responsibilities
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one, and group settings
- Regularly use a telephone for communication
- Hearing and vision within normal ranges with or without correction.

Requirements

1. Valid California Driver's License
2. High School diploma (or equivalent)
3. Social Security Number
4. Any other information required by law

Application Deadline

BCPUD is seeking to fill this position as soon as possible and will accept applications and interview candidates until the position is filled. The first round of interviews for this position will be conducted during the week of June 10, 2024. **To be considered for this first round of interviews, please apply by no later than June 5, 2024**

Application Procedure

Please submit a completed application with a cover letter explaining your interest in this position by emailing it to us at bcpud@bcpud.org, or by mailing it to us at P.O. Box 390, Bolinas, California 94924, or by dropping off these documents in our public drop box at 270 Elm Road, Bolinas California 94924. Please contact the BCPUD office in person, or by phone (415-868-1224) or email (bcpud@bcpud.org) to request an application form.