



EMPLOYMENT OPPORTUNITY

Position Title

Full-Time Administrative Aide

Weekly Hours

40 Hours Per Week

Gross Annual Pay Rate

\$52,000-\$72,800 (commensurate with experience)

About the BCPUD

The **Bolinas Community Public Utility District (BCPUD)** is a small local agency, which provides water and sewer services for the coastal town of Bolinas. But we do a lot more than sewer and water! As one of the few elected governing boards in West Marin, the BCPUD provides a forum for residents to address issues impacting our community. We interface with local, county, state, and federal agencies on a myriad of projects and programs to improve public services and facilities in Bolinas and the surrounding coastal areas. There is never a dull day working at the BCPUD! Come join our close-knit team and help make a difference in peoples' everyday lives.

Position Description

As a Full-Time Administrative Aide, you will play a crucial role in supporting the Assistant General Manager and the General Manager of the District. You will be key to ensuring the smooth and efficient operation of our office. You will be responsible for various administrative tasks, including managing correspondence, coordinating schedules, and supporting our team with essential clerical duties.

Job Responsibilities & Expectations

Duties and expectation of the Administrative Aide will include:

- Interacting with the public and customers
- Data entry for internal and regulatory reporting
- Filing and record keeping

- Preparing and sending bulk mailings to customers
- Operating copiers and a variety of office equipment
- Transcribing Board of Directors meeting minutes and other documents
- Traveling by personal vehicle in West Marin to pick up the mail and to transport water and wastewater samples
- Preparing invoices and managing billing and outgoing payments
- Coordinating schedules and tracking work and overtime hours of District employees
- Running payroll
- Working and answering the phone at a desk for extended periods
- Lifting and moving objects up to 15 pounds such as storage boxes, books, and small office equipment

The ideal candidate will have work experience and proficiency in the following areas:

- Customer service
- IT and Digital Fluency (Microsoft 365: Excel, Word, PowerPoint; Adobe: Acrobat)
- Accounts Management (Intuit Software: Quick Books)
- Preparing copy (proficient use of the English language)
- Running payroll (PayChex)

Work Schedule

The schedule for this position is 9 AM to 5 PM, Monday through Friday, 40 hours per week. The Administrative Aide will be expected to adhere to this work schedule, though the District fosters a work environment that respects work/life balance and offers schedule flexibility.

Compensation

Compensation includes an hourly starting rate of pay \$25.00-\$35.00 (negotiable based on applicant's qualifications, and whether applicant possesses an associate degree or relevant certifications). This is equivalent to gross annual pay of \$52,000-\$72,800. This position is eligible to receive overtime compensation, in accordance with California state law.

Employee Benefits

Benefits of the Full-Time Administrative Aide position include:

- Paid vacation, holidays and sick leave
- Eligibility to participate in the District's retirement and deferred compensation plans
- Full medical coverage for employee and their dependents
- Full dental insurance for the employee and their dependents

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 September 2, 2024. **To be considered for this first round of interviews, please apply no later than August 30, 2024.**

Application Procedure

To apply to the position please email the following to our general inbox at bcpud@bcpud.org:

- Your completed Job Application (available at www.bcpud.org)
- Your Cover Letter, describing your interest and qualifications for the position

You can also submit these materials by traditional mail to BCPUD at P.O. Box 390, Bolinas, California 94924, or in-person at our District Office (270 Elm Road, Bolinas California)

During the interview or hiring process, be prepared to share the following:

- Copy of your Valid California Driver's License (and proof of a clean driving record)
- Proof of your High School diploma (or equivalent)
- Your Social Security Number
- Proof of hearing and vision within normal ranges with or without correction