



ADMINISTRATIVE SPECIALIST JOB DESCRIPTION

The Company

The Stege Sanitary District protects public health and the environment for the communities of El Cerrito, Kensington and a portion of Richmond, through planning and operation of a safe, efficient and economical wastewater collection system.

The Role

The Administrative Specialist will provide comprehensive support to the General Manager and the Board of Directors. The ideal candidate will be an excellent problem solver who excels at communication, organization and planning. The Administrative Specialist plays a key role in meeting our organizational goals and upholding our values.

Position Responsibilities

- Greet customers
- Answer the telephone, route calls, and relay messages
- Record and dispatch crews to service calls
- Create, maintain, and/or update a variety of files, records and logs
- Scan District documents into the document imaging system
- Handle customer inquiries and requests
- Open and distribute mail and packages
- Schedule meetings
- Plan, organize, coordinate and administer all District functions and activities
- Prepare office and meeting rooms for public meetings and close-up after meeting
- Prepare agenda and take minutes at Board of Director Meetings
- Run short errands and make deliveries driving a District vehicle
- Make copies of documents, files and type correspondence on the computer
- Monitor and order office supplies, janitorial services, coffee and other services and materials
- Update, maintain and prepare Service Call Reports
- Maintain petty cash fund
- Other duties as assigned

Required Qualifications

- Associate Degree highly preferred. A combination of education and relevant work experience may be substituted for the Degree requirement.
- Five years of experience in an administrative role that reports to executive management
- Proficiency in Microsoft Office, including Word, Excel and Outlook

- Strong written and verbal communication skills
- Ability to multitask in a fast-paced environment
- Deal tactfully with the public and others in providing information, answering questions and providing customer service
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work
- Ability to maintain confidentiality of all business information
- Attention to detail
- Ability to work onsite at our facility
- Valid California "C" class Drivers' License with ability to be insured for the operation of a District vehicle in accordance with the terms and conditions of the District's insurance program, are conditions of continuing employment

Knowledge

- Safe work practices, occupational hazards and standard safety procedures

Physical Demands & Working Conditions

The physical demands described here are representative of those an individual must meet in order to successfully perform the essential functions of this job. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Prolonged periods of sitting at a desk and working on a computer
- Repetitive use of a telephone, computer, keyboard, and mouse
- Reading, comprehending, writing, performing calculations, and communicating verbally
- Occasional squatting, bending neck/waist, twisting neck/waist, pushing and pulling, reach with hands and arms, use hands to finger, climb or balance on a stool, kneel, crouch, talk and hear, move and position objects
- Move about, position self at varying heights
- Observe and detect conditions
- Communicate and exchange information
- Vision abilities include close vision, distance vision, color vision, depth perception, and ability to adjust focus
- Operate and use equipment including copier, scanner, filing cabinets and paper cutter
- Must be able to lift up to 30 pounds at times, such as full storage boxes
- Must be able to access and navigate each department at the organization's facilities
- Exposure to normal weather conditions
- Occasionally exposed to power and noise producing tools and equipment
- Drive motorized vehicles and work in heavy traffic conditions
- Noise level of the work environment can be loud

Compensation Range - \$39.48 to \$45.71 per hour, as a non-exempt employee

Work Schedule – Monday through Friday, 8 am to 5 pm, fully onsite

Please email your resume to: Apply@stegesano.org.

We are proud to be an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, national origin, age, ancestry, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, medical condition, genetic information, pregnancy, or military or veteran status. We consider all qualified applicants, including those with criminal histories, in a manner consistent with state and local laws, including the California Fair Chance Act.