



ROWLAND WATER DISTRICT

3021 Fullerton Road, Rowland Heights, CA 91748

www.rwd.org

"We are devoted to caring for our neighbors and our future."

EMPLOYMENT OPPORTUNITY **PWAG-Administrative Assistant** **PART-TIME HOURLY**

Deadline to file applications: October 7, 2024

Please note that this recruitment may close at anytime without prior notice.

SALARY RANGE: \$25.00-\$30.49 AN HOUR

- Work from home
- 40 hours of sick leave
- Monday-Thursday from 9:00 a.m. to 2:00 p.m. (Days subject to change based on need.)

PUBLIC WATER AGENCIES GROUP (PWAG) EMERGENCY RESPONSE GROUP

Public Water Agencies Group (PWAG) is a professional association of 21 water utilities in Los Angeles County. 19 of those member agencies participate in the Emergency Response Group (ERG). The Group's program was developed to improve and support ERG member agency disaster preparedness, response and recovery capabilities. Mutual aid (ERG members assisting each other during and after a disaster by sharing staff, equipment or supplies) is a priority for the Group and coordination of this activity is ongoing. The ERG also works to partner with first responder and oversight organizations such as police and fire, public health, emergency management, cybersecurity and Homeland Security agencies. Cost sharing projects like shared training, advocacy activities and purchasing equipment are developed periodically.

DEFINITION

Under general supervision from the PWAG Emergency Management Coordinator (EMC), performs a wide variety of responsible and complex administrative and technical duties in support of assigned programs; prepares a variety of fiscal, administrative and operational reports, and provides a variety of information to PWAG's member agency staff and collaborative partners.

EXAMPLES OF DUTIES

Serves as the Administrative Assistant for the PWAG Emergency Response Group (ERG); assists in planning and coordinating day-to-day operations, functions, and services; directs, coordinates, and reviews assigned activities including assigned administrative support and technical areas. Performs a wide variety of responsible administrative duties for management staff and Group leadership (board and Executive Committee) as assigned, relieves the EMC of administrative work, and attends to a variety of administrative details to ensure smooth operations of the program in serving PWAG member agencies.

Coordination:

- Manage EMC calendar in Outlook and PWAG Events Calendar on the website; assist with calendar invites, reminders, and coordination for speaking engagements.

- Assist with calendar coordination to secure dates for group activities such as meetings, trainings, and webinars are scheduled.
- Assist with reimbursement requests for the EMC and the PWAG Emergency Generator Host, annual budget documents and meetings, and other fiscal activities.

Meetings and Training:

- Support meetings and prepare memos, letters, agendas, articles, presentations, trainings, and reports as needed for PWAG Board and Executive Committee, member agency boards, PWAG committees and working groups, and outside agencies.
- Support online meetings and trainings using Teams and Eventbrite; set up meetings electronically and connect them to EMC and member agency calendars; manage logistical questions for attendees, attendance records and recordings, and take notes if needed.
- Support in-person meetings and trainings through scheduling, reminders, registrations, arranging for catering, sending materials for printing and delivery. Provide follow-up support through emails, materials and recordings.

Program Support:

- Support the PWAG website; ensure that secure logins work and are available for those who need them, help member agencies uploading documents to the site and assist with content updates and design refreshes. Reproduce Constant Contact emails on News page, or work with webmaster to connect the tools to duplicate the content in both places.
- Assist with development of PWAG ERG membership orientation for new member agency leadership, such as GM/AGM, field leadership, and board members.
- Manage the Monthly PWAG Radio Tests through annual sign-up, documentation updates and training scheduling. Manage Standby Radio Operator scheduling during the EMC absences.

Education/Experience

Any combination of education and experience, which would likely provide the necessary knowledge and abilities is qualifying.

- Bachelor's degree in business administration, public administration, or a related field.
- Three (3) or more years of progressive administrative experience. Experience in a government or public utility is desirable.

Certification

- IAAP, Certified Administrative Professional Certificate (CAP)
Ability to obtain this certification within one year of hire

Special Requirements

- Possession of valid California Driver's License (Class C) issued by the State Department of Motor Vehicles. Proof of a good driving record free of multiple or serious traffic violations or accidents for at least two (2) years' duration. Must have automobile insurance.
- Required to pass a physical examination which includes an initial drug screening. The district will also conduct a comprehensive pre-employment background investigation.
- Must live within fifty (50) miles of the District. Will be required to drive to the District or other agencies when needed. May be required to work extended hours including evenings and weekends.

APPLICATION PROCESS

Visit www.rwd.org for a complete job description. Applications can be completed and submitted online along with a resume at www.rwd.org/careers.