

Benefits

The District pays 100% of the premium cost for health, dental, and vision for all employees, and two-thirds of the premium cost for dependents; participates in the California Public Employees' Retirement System (2% @ 55) and pays the employee 7% PERS retirement contribution; offers employees a "9/80" alternative work schedule; an optional 457 deferred compensation plan; a 125 Flex-benefits plan; Long and Short Term Disability; Life Insurance; an Employee Assistance Program; Tuition Reimbursement (up to \$5,250/year); and Credit Union membership. Employees accrue ten days of vacation annually. After five years of service with the District, employees accrue vacation at the rate of 15 days annually; after 15 years, employees accrue vacation at the rate of 20 days per year. Sick Leave is accrued at a rate of one day per month. Upon retirement, employees are eligible to receive three-eighths of their unused sick leave balance in cash. The remaining five-eighths are added to their service time for PERS retirement calculation. The District observes eleven paid holidays per year.

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The types and levels of employee benefits provided, including District contributions toward benefit costs, are subject to change as a result of periodic contract settlements between the recognized employee association and the Yorba Linda Water District.

YORBA LINDA WATER DISTRICT

913 S. Richfield Road
Placentia, CA 92870
P.O. Box 309
Yorba Linda, CA 92885-
0309



YORBA LINDA WATER DISTRICT

Executive Secretary



The Yorba Linda Water District is an independent special district providing water and sewer service to most of Yorba Linda, portions of Placentia, Brea, Anaheim, and to some areas of unincorporated Orange County. Its history dates back to 1909 when the privately owned Yorba Linda Water Company was formed. The current public agency was created in 1959 to accommodate increasing water demands brought on by expanding suburban development. This development continues to present day.

Yorba Linda Water District will provide reliable, high quality water and sewer services in an environmentally responsible manner at the most economical cost to our customers.

Executive Secretary

\$4,418 to \$5,383 per month

(3% Increase scheduled 07/01/08)

(This is a full-time, benefited, non-exempt position)



The Yorba Linda Water District is accepting applications for the position of Executive Secretary. Under direction of the General Manager, provides varied and confidential administrative assistance, secretarial and clerical assistance

to the General Manager and District administrative staff; maintains District master-calendar; performs related work as assigned. This class performs difficult administrative and secretarial/clerical duties for the General Manager and administrative staff involving the use of considerable independent judgment and has frequent contact with all District employees and the Board of Directors. The incumbent prepares agenda packets for Board meetings; maintains the District's master calendar, and records management program.

Minimum Qualifications

Equivalent to graduation from high school.

Experience: Four years of responsible secretarial and office administrative experience. Secretarial or business training and experience in dealing with representatives of governmental, business or community organizations is desirable, as is experience in meeting frequent and critical

deadlines with limited supervision.

Minimum Knowledge and Skills

KNOWLEDGE OF: Basic functions and organization of local governments. Standard office administrative and secretarial practices and procedures, including business letter writing, records management, maintenance, and the operation of office equipment and personal computers. Record keeping, report preparation and files maintenance. Correct English usage, including spelling, grammar, punctuation and vocabulary. **ABILITY TO:** Provide varied and often confidential administrative assistance, secretarial and clerical assistance to the General Manager and District administrative staff. Using initiative and independent judgment within established guidelines. Using tact, discretion and prudence in establishing and maintaining effective working relationships with public officials, representatives of business and community organizations, the public and District staff. Monitoring District compliance with state laws concerning conflict of interest. Organizing work, setting priorities and following up assignments with minimal supervision. Working effectively, meeting deadlines and maintaining attention to detail. Administering a records management program.

Working Conditions

Must be able to communicate effectively, both orally and in writing with co-workers and customers. Regularly uses a telephone for communication. Uses office equipment such as computer terminals, copiers, and fax machines. Sits for extended time periods. Regularly required to

stoop, stand, bend, sit and walk and go up and down stairs. Ability to lift 10-25 pounds. Hearing and vision correctable to normal ranges.

To Apply

FILING DATE: A completed Yorba Linda Water District application must be submitted by 5 p.m. on May 6, 2008. Applications are available online at www.ylwd.com. Hand deliver completed applications to 1717 E. Miraloma Ave., Placentia, CA 92870 or mail to P.O. Box 309, Yorba Linda, CA 92885-0309. **If you have any questions please contact Miguel Serna at (714) 701-3034 or e-mail your questions to mserna@ylwd.com**

Selection Process

Candidates with the most relevant qualifications will be invited to continue in the selection process, which will consist of, but may not be limited to, an oral interview. Final candidates must pass a pre-employment physical examination and a thorough background investigation. YLWD is an Equal Opportunity Employer.

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