

### **Executive Assistant/Board Clerk**

The successful candidate will be a polished administrative professional able to assist the General Manager to be effective in his job and support the Board and stakeholders to ensure productive meetings. The role will interface with other teammates in varied capacities, consultants, vendors, and other external agencies, and able to build collaborative relationships with all. Experience as a Board Clerk/Recording Secretary with knowledge of Robert's Rules of Order and the Brown Act is a plus. Experience working in a public agency setting with a keen eye for attention to detail is also a plus. The right candidate for this opportunity will have previous experience and expertise providing high-level administrative support to a busy office and an eagerness to continue to learn and grow.

#### **Essential duties:**

- Manage the General Manager's schedule
- Prepare Board and Committee agenda packets and meeting minutes
- Recording secretary for recurring monthly meetings
- Proactively ensures meetings and workshops are carried out thoughtfully and expeditiously
- Perform administrative duties including conducting research, preparing correspondence and managing files
- Other administrative duties as assigned

#### **Qualifications and Skill Requirements**

- Five+ years of related administrative experience
- Proficiency in Word, Teams, PowerPoint, SharePoint, Adobe Acrobat, and Outlook
- Proficiency in remote meeting software (Zoom, Teams, GoToMeeting, etc.)
- Highly organized self-starter, who can prioritize workload effectively
- Excellent writing and analytical skills
- Effective communicator with strong interpersonal skills
- Ability to work well in a fast-paced environment
- Professional demeanor and able to effectively process and handle confidential information appropriately

#### **Preferred:**

- Expertise with all modern office technologies (particularly Zoom, Teams, Audio/Visual, etc.)
- Bachelor's degree in public administration or a similar field, or IAAP administrative certifications
- Knowledge of the Brown Act and Roberts Rules of Order
- Experience with legal filings/proceedings

#### **Organizational Values & Culture**

Chino Basin Watermaster is a small organization that serves as an arm of the court to enforce the 1978 Judgment regarding groundwater rights in the Chino Basin, and to implement the Chino Basin Optimum Management Program so that all residents and businesses in the area get the most benefit.

Our eleven team members are caring, collaborative professionals who support one another in getting the work done. We are passionate about fulfilling our role and continually seek ways to improve.

If you welcome a challenge and enjoy working in a small and tight-knit group, then you're probably a great fit for our team!

#### **How to Apply:**

To apply for this outstanding career opportunity, applicants need to (1) submit a Cover Letter explaining why you would be a good fit for this position, (2) completely fill out an Employment Application, and (3) attach and submit your Resume. RESUMES SUBMITTED WITHOUT AN EMPLOYMENT APPLICATION AND/OR COVER LETTER WILL NOT BE CONSIDERED.

For an Employment Application, current salary information, and more details regarding this position, please visit our website at: <http://www.cbwm.org/pages/careers>

The Cover Letter, Employment Application, and Resume (in pdf format) should be emailed to our Human Resources department at: [HRinfo@cbwm.org](mailto:HRinfo@cbwm.org)

Please do NOT call to inquire about the position, and do not mail your employment information.

Salary Ranges (Hourly Positions): \$5,550.13 to \$9,493.47 per month depending on skills, education, and experience.

**Excellent Benefits:**

We offer excellent benefits including health, dental, vision, FSA, tuition assistance and more.

We also offer retirement benefits through the California Public Employees' Retirement System (CalPERS).

*Application Deadline:* Open until filled. First review of resumes will commence on May 13, 2024. Interested candidates should apply immediately as we may close the posting early once an adequate pool of resumes have been received.

*Equal Opportunity/ADA Employer*