



# ADMINISTRATIVE ASSISTANT I

(Engineering Department)

Costa Mesa Sanitary District



*"Keeping our water environment pollution free."*

# The Community

Located in the heart of Orange County, California, the Costa Mesa Sanitary District (CMSD) provides sewer and refuse collection services to residents and businesses in the City of Costa Mesa and a small portion of the City of Newport Beach. The “City of Arts” is home to South Coast Plaza (a world-class shopping center), Upper Newport Bay (one of the largest coastal wetlands), along with pristine beaches, the annual Orange County Fair (one of the largest fairs in the United States), hundreds of high-quality dining experiences and a renowned performing arts center; all making this community a premiere destination spot to live, play and visit.

Community assets also include Vanguard University, which was the first four-year college in Orange County and Orange Coast College, with around half of their on-campus students enrolled in one of their Career and Technical Education programs and an enrollment average of about 22,000 students per semester. Costa Mesa offers 29 parks, a municipal golf course, a private golf course, 14 public schools (including a number of California Distinguished Schools), and three libraries. A coastal community, residents and visitors enjoy an average day high temperature of 68 degrees.



# The District

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The Costa Mesa Sanitary District (CMSD) is a premier independent special district formed in 1944 under the Sanitary District Act of 1923. CMSD is recognized by the California Special Districts Association as a District of Distinction and is considered an industry leader in protecting the environment. In February 2011, the U.S. Green Building Council certified the District's new Corporate Yard a "Platinum" LEED building, the highest certification issued by USGBC. At that point, the District's Yard was only one of fourteen government buildings in the State of California to be Platinum LEED certified.

Serving a population of approximately 118,000, CMSD's boundaries encompass the city of Costa Mesa, small portions of Newport Beach and unincorporated Orange County. As a sanitary district, we are responsible for residential solid waste (trash) collection and its transmittal to recycling facilities for sorting, recycling, and disposal. Additionally, we maintain a wastewater (sewer) collection system that collects and transmits wastewater to Orange County Sanitation District facilities for treatment and disposal. These core responsibilities are accomplished through a combination of public and private services, which include an in-house administrative and wastewater maintenance staff and a privately contracted trash hauler, attorney, and treasurer.

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## Mission Statement

To protect public health and the environment for current and future generations

## Vision Statement

Leading a community that is free from solid waste and wastewater pollution

## Our Just Cause

Keeping our water environment pollution free

## Our Core Values

- **Balance:** *We value a healthy work and life balance.*
- **Dedication:** *We provide services in a manner that is competent, courteous and responsive.*
- **Fiduciary Responsibility:** *We provide the highest quality of service at fair, equitable and competitive rates.*
- **Integrity:** *We act ethically and honestly.*
- **Professional Development:** *We are continuously learning best practices and implementing advanced technology.*
- **Respect:** *We treat customers, employees and the general public with mutual respect, sensitivity and empathy.*
- **Teamwork:** *We support, trust, value and empower our colleagues.*
- **Transparency:** *We believe in an open government where information and documents are easily accessible to the public.*



# The Position

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This Administrative Assistant I position will support the Engineering Department. The Administrative Assistant I is the first experienced-level class in the administrative support series. Incumbents at this level are capable of performing the full range of clerical and office support duties, including word processing, data entry and organization, telephone and counter reception, record keeping, report preparation, filing, providing information and assistance to the general public, and assisting in projects and programs related to the Engineering Department.

After a brief initial learning period, positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Administrative Assistant II in that the latter performs more advanced technical and specialized administrative support duties requiring additional training and/or experience.

## QUALIFICATIONS

### **Knowledge of:**

- Practices and procedures related to the assigned area and applicable District policies.
- Principles and practices of data collection and report preparation.
- Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Principles of business letter writing.
- Principles of record-keeping and cash handling.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.



## The Position (continued)

### Ability to:

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret and apply administrative policies and procedures related to the assigned area.
- Compose correspondence and reports independently or from brief instructions; maintain records and databases.
- Make accurate arithmetic computations.
- Perform responsible clerical support work with accuracy, speed, and minimal supervision.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Organize, maintain, and update office database and records systems.
- File materials alphabetically, chronologically, and numerically.
- Schedule and coordinate projects; set priorities; adapt to changing priorities; meet critical time deadlines.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Operate modern office equipment, including computer equipment and word-processing, database, spreadsheet, and graphics software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### Education and Experience:

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be the equivalent to:*

The completion of twelfth (12th) grade and two (2) years of responsible general office clerical experience.

### Licenses and Certifications:

None.



# Compensation & Benefits

The compensation for Administrative Assistant I is \$56,440.87 - \$76,195.18 annually. In addition, the District offers a generous benefits package that includes, but is not limited to:

**RETIREMENT BENEFIT** California Public Employees Retirement System (CalPERS). The monthly retirement allowance is determined by age at retirement, years of service credit and final compensation. Employees with previous public pension service that meet eligibility criteria are enrolled in the 2% at 60 plan, while employees hired on or after January 1, 2013 are enrolled in the 2% at 62 plan. In both plans, employees pay the employee contribution (50% of the Normal Cost) and the District pays the employer contribution (varies).

**FLEXIBLE BENEFITS PLAN** Up to \$1,700 monthly for the purchase of individual or family health coverage, dental plans, vision coverage, additional life insurance, and other optional benefits based on elected medical plan tier.

**WORK SCHEDULE** 9/80 alternative work schedule.

**INSURANCE PLANS** Medical, dental, vision, life insurance, supplemental life insurance, accidental death & dismemberment (AD&D), and long-term disability, and optional Aflac Plans.

**CELL PHONE ALLOWANCE** – \$479.96 annually.

**EMPLOYEE ASSISTANCE PROGRAM** Confidential counseling, education and referral on work and life challenges 24 hours a day, seven days a week.

**RETIREMENT HEALTH SAVINGS PLAN** Employees contribute 1%; District matches 1%.

**BILINGUAL PAY** \$140 for speaking; \$180 for speaking, reading for certified employees.

**DEFERRED COMPENSATION PLAN** (457B) Voluntary 457 deferred compensation program. Includes loan option.

**TECHNOLOGY LOAN PROGRAM** Interest free loan up to \$2,000.

**TUITION REIMBURSEMENT PROGRAM** Reimbursement of up to \$5,000 per year.

**GYM MEMBERSHIP REIMBURSEMENT** Up to \$25 per month.

**REWARDING IDEAS PROGRAM** Rewards ranging from \$100 to \$1,000.

**SICK LEAVE** 3.70 hours per pay period.

**VACATION** 92 to 284 hours annually based on years of service with voluntary cash-out option.

**HOLIDAYS** 12 paid holidays plus 2 floating holidays.

**BEREAVEMENT LEAVE** Up to 5 days.

*More detailed information on the benefits offered can be found in the Employee Handbook beginning on page 57, which is on the District's website under the Human Resources Department.*

The First Review of applications will be on July 31. To submit your application visit:

<https://www.governmentjobs.com/careers/cmsdca>

Or scan the QR code below:

