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## **Encina Wastewater Authority**

*Invites your interest in the position of Administrative Assistant I*





## About Us

Encina Wastewater Authority (EWA) is a wastewater treatment agency in Carlsbad, California. We serve over 400,000 residents and regulate approximately 600 business in a 125-square-mile service area in northwest San Diego County. Six public agencies own EWA through a Joint Powers Agreement that facilitates cost sharing and enables economies of scale that the individual member agencies could not achieve independently. These member agencies are the City of Carlsbad, the City of Vista, the City of Encinitas, the Vallecitos Water District, the Buena Sanitation District, and the Leucadia Wastewater District.

## About Carlsbad

Carlsbad is a seaside community of 39 square miles, nearly 40% of which is dedicated to open space. Due to our perfect climate, you can enjoy 46 trails, 40 parks, 3 pristine lagoons, and nearly 7 miles of beaches year-round. Temperatures range from an average of 58 degrees in January to 73 degrees in July, making every day a beach day. In addition to great surfing/swimming/fishing opportunities, Carlsbad is home to several world-famous golf courses, LegoLand, The Flower Fields, and a charming Village that's perfect for an afternoon stroll or evening out.

## Employer of Choice

"Together, we are a model of excellence and innovation" isn't just a tagline at EWA—it's the commitment we've made to each other and to our community. We strive to honor these behavioral values to ensure a positive, productive work environment for all employees:

- Integrity
- Respect
- Valuing people
- Commitment
- Leadership
- Responsibility

We support our employees with a variety of benefits, including:

- Paid vacation and sick leave;
- CalPERS defined benefit (pension) retirement program;
- Employer matched deferred compensation plan;
- Cafeteria plan that includes medical, dental, vision, life, disability coverage, as well as the opportunity to participate in Flexible Spending Accounts and other voluntary benefits;
- Tuition reimbursement; and
- Professional development opportunities.



## The Opportunity

EWA is currently seeking a Administrative Assistant I to fill a full-time permanent position.

Under the general direction of the Executive Assistant, this position is an entry level clerical position and requires basic clerical skills and some previous clerical experience. Initially under close supervision, incumbent learns and performs a variety of duties in general clerical, receptionist, accounting data entry, and customer service work. Performs related duties as assigned.

## The Ideal Candidate

Any combination equivalent to the education and experience that could likely provide the required knowledge and abilities is qualifying. A typical background would include: Graduation from a high school and recent experience that demonstrates the application and knowledge and abilities listed. Preferred background includes accredited four-year college or university with a Bachelor's degree in administration, accounting or related discipline.

Possession of a non-restricted California Driver's License and successful completion of a pre-employment physical examination, drug screen, and background checks will be required at the time of appointment.

## Compensation

The salary range for this position depends on experience and certifications:

### **Administrative Assistant I**

\$26.90 - \$36.32

\$55,953.00 - \$75,537.00/ year

## The Process

To be considered a candidate for this position, please complete and return the application that is available at [www.encinajpa.com](http://www.encinajpa.com). Include a cover letter, resume, and any other information you feel is important for us to consider when reviewing your candidacy. Resumes without applications will not be considered.

Applications must be emailed by Monday August 22, 2022 to [jobs@encinajpa.com](mailto:jobs@encinajpa.com)

### **Vaccination Requirement for Candidates Seeking Employment**

Encina Wastewater Authority requires all candidates for employment to be fully vaccinated for COVID-19 within 30 days of starting, including variants, prior to being employed by the agency subject to limited exceptions. Candidates seeking employment will be required to: (1) submit proof of at least one vaccination dose prior to their start date, (2) submit proof of fully vaccinated status once completed, unless a request for a reasonable medical, disability or religious accommodation has been approved.