Castro Valley Sanitary District

is recruiting for a

ADMINISTRATIVE TECHNICIAN

Compensation: Beginning at $29.07 per hour, with excellent benefits

Who We Are
Castro Valley Sanitary District (CVSan) is a small public agency located in the San Francisco Bay Area east bay. CVSan employs 21 regular, full-time employees and is governed by five elected Board of Directors. As a California Special District, CVSan has responsibility for the operation and maintenance of the sanitary sewer collection system and the provision of solid waste services within the unincorporated community of Castro Valley. The District also oversees the administration of a refuse collection franchise, the District's 25% interest in a wastewater treatment facility, implementation and administration of State and local mandated recycling programs, as well as District participation in sub-regional wastewater discharge and solid/hazardous waste management agencies. CVSan has a Zero Waste goal by the year 2029.

The Position
CVSan is currently recruiting for the position of Administrative Technician. This person will provide varied project, educational marketing, coordinative and administrative support to Solid Waste, Wastewater and Administration departments and related management, professional and operational staff.

The Typical Duties of the Administrative Technician
- Perform a variety of administrative, budget and operational project research projects.
- Prepare technical reports; perform other professional and technical work related to CVSan activities.
- Prepare correspondence, forms, media, informational and educational materials, graphic designs and specialized documents from drafts, notes, brief instructions or corrected copy; proofread materials for accuracy, completeness, and compliance with departmental policies, format and English usage, including grammar, punctuation and spelling.
- Operate standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones, or other department-specific equipment.
- Organize and maintain various administrative, reference and follow-up files; purges files as required.
- Perform complex and varied tasks such as synthesizing, coordinating and analyzing data.
- Assist and support community outreach activities.
- Analyze basic computer problems and recommend solutions, apply computer policies and procedures, and provide technical training to staff.
What You Will Need to be Successful

- Good working knowledge of the principles and practices of project research, administration and reporting.
- Computer applications related to the work, including word processing, spreadsheet, and database applications.
- Word processing and entering data with sufficient speed and accuracy to perform the work.
- Techniques for providing a high level of customer service to public and CVSan Board and staff, in person and over the telephone.
- Ability to accept and carry out responsibility for direction, control and planning;
- Strong communication skills, both verbal and written.
- Basic organization and function of public agencies, including the role of an elected board.
- Business letter writing and the standard format for reports and correspondence.
- Records management principles and practices.

Education and Experience
Possession of an AA or AS degree, with major coursework in communications, journalism, public relations, public policy, business, public administration, or a field related to the work. Some experience in a public agency or in the communications field is desirable. Full-time public relations, communications, project management, technical business support, or a field related to the work supplemented by some college or business school coursework may be substituted for the college-level education on a year-for-year basis. Four years of administrative experience is desirable.

Interpersonal Effectiveness
Ability to work effectively in a team-based organization focused on continuous improvement; establish and maintain a positive customer service attitude, and effective working relationships with customers; demonstration of strong two-way communication skills, including the ability to listen, explain, and facilitate; ability to ask for input; offer help without being asked; accept suggestions; work with others to solve problems; provide recognition, and encouragement.

Licenses and Certifications:
Must possess and keep current a valid California Class C driver’s license and have a satisfactory driving record. Must possess or obtain Cardiopulmonary Resuscitation, AED, and First Aid certificates within a time-period specified by CVSan.

Other Requirements:
Willingness and ability to work scheduled and additional hours as needed; attend meetings, workshops, and seminars during work and non-work hours as assigned.

To Apply:
Submit your cover letter, resume, response to the supplemental questions and Castro Valley Sanitary District (CVSan’s) application form; download at www.cvsan.org/employmentopps. Your application packet may be emailed to: contact@cvsan.org or delivered or sent via mail to: 21040 Marshall St Castro Valley, CA 94546-6020. Applications are currently being accepted and must be received by Friday, June 9th at 2:00pm.
Castro Valley Sanitary District is an equal opportunity employer encouraging workforce diversity.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.