

BAWSCA Office Assistant/ Water Conservation Rep Position Description

The Bay Area Water Supply and Conservation Agency (BAWSCA) is a public agency that represents 24 cities and water districts as well as two private utilities that buy water from the San Francisco regional water system. These organizations provide water to 1.8 million people, businesses, and community organizations in Alameda, Santa Clara, and San Mateo counties.

This position reports to the Office Manager and supports several senior professionals and an executive administrative assistant.

Office Responsibilities include but are not limited to:

- Answer phones, receive visitors, log/distribute mail
- Maintain and replenish inventory of office supplies
- Maintain vendor files
- Maintain and distribute the calendar of meetings and other staff/board/agency events
- Compose and/or edit correspondence and reports
- Schedule conference rooms or other facilities
- Organize logistics of BAWSCA's onsite and offsite meetings
- Assist with preparation of final copy, assembly, and electronic or hard copy distribution of required meeting agenda materials for board and agency meetings
- Work on special projects that require compilation of data and information
- Organize and carry out assignments efficiently
- Receiving and handling calls from public officials, member agency representatives, the press, the public and vendors
- Update member information and communications in various formats
- Other administrative duties as assigned

Conservation responsibilities include but not limited to:

- Assist residents with conservation related questions and rebate application inquiries.
- Support administration of BAWSCA's Landscape Education Program and rebate programs.
- Report and analyze water use and conservation program data
- Represent BAWSCA at water conservation related events
- Other water conservation duties as assigned

The ideal candidate is effective at working both independently and as a team member, is reliable, and takes initiative. In addition, the following skills and attributes are critical to this position:

- A minimum of three years of similar experience in positions directly applicable to the requirements of this job. A bachelor's degree and/or demonstrated expertise in relevant tasks can be cited in lieu of the three years of directly applicable experience.
- A solid working knowledge of Microsoft Word, Excel, PowerPoint, SharePoint and Adobe
- Internet proficiency
- Ability to prioritize and handle multiple assignments paying strict attention to detail, and follow through to completion as well as meet deadlines
- Demonstrate excellent written and verbal communication with accurate proofreading and strong grammatical skills
- Ability to interact professionally with staff, agency representatives, vendors and general public
- Must be highly organized, flexible and dependable
- Public Agency experience is a plus.