



Career Opportunity

ADMINISTRATIVE ASSISTANT

Mission Springs Water District is currently accepting applications for an Administrative Assistant for our Engineering Department.

DEFINITION: Under general supervision, performs highly responsible administrative duties for a department head or Assistant General Manager in support of a major function including Administration, Conservation and Public Affairs, Engineering, or Field Operations; maintains official District records related to assigned function; coordinates assigned activities with outside agencies; performs difficult and complex office support work; and performs other duties as assigned.

QUALIFICATIONS: Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from high school or equivalent, and three (3) years of increasingly responsible administrative support work, preferably for a high-level administrator, executive, or Board

Completion of college level coursework in business administration or a closely related field is highly desirable.

Possession of a valid Class C California driver's license and satisfactory driving record.

Please review the complete job description and requirements at:

<https://www.mswd.org/employment.aspx>

Salary Range

\$ 57,466.35	To	\$ 73,561.78	Annually
4,788.86	To	6,130.15	Monthly
27.63	To	35.37	Hourly

Regular Hours (9/80 work schedule):

Monday – Thursday, 7:30am to 5:30pm (one hour lunch). Friday, 7:30am to 4:30pm (one hour lunch). Every other Friday is a day off, for a total of 80 hours per pay period.

This is a full-time, non-exempt, regular position with top-notch benefits.

If you have the qualifications listed in the [job description](#) and would like to apply for the position, please apply online at <https://www.mswd.org/employment.aspx>

Application Deadline: July 26, 2021.

