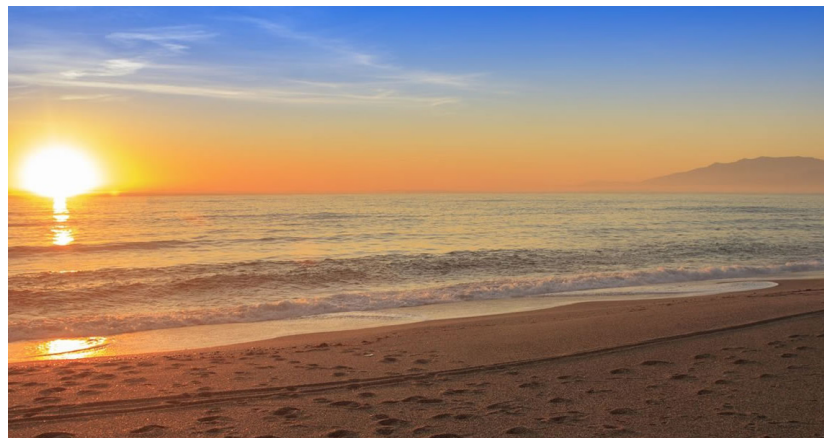


Find a meaningful career and supportive work environment with



# Encina Wastewater Authority





## 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 an experienced Administrative Assistant IV.

In this role, you will be responsible for: implementing and administering enterprise-wide document management systems; providing professional and confidential executive assistance to the General Manager, Asst. GM, and department heads; and assisting with serving as a liaison between the EWA Board of Directors and EWA leadership.

Knowledge and skills required: excellent spelling and grammar; ability to use enterprise resource planning software, Microsoft Office, Adobe Developer, and document management computer programs; ability to organize, assemble, and disseminate complex data; ability to prepare concise written and verbal reports; ability to learn and interpret the laws, rules, and policies governing the operation of a Joint Powers Authority.

## The Ideal Candidate

The ideal candidate for this position typically has a Bachelor's degree in public or business administration, economics, or a related technical field. Must have a minimum of five years of responsible administrative and document management experience. An AA with directly relevant experience could be considered.

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

\$76,915 - \$103,835 annually

## 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 submitted without applications will not be considered.

Applications are due at 6200 Avenida Encinas, Carlsbad, CA 92011 by September 9, 2019. You may also email your application to [dallen@encinajpa.com](mailto:dallen@encinajpa.com).

We anticipate holding first interviews in late September.