



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



Job Announcement Administrative Assistant or Program Analyst I

LOCATION

Olympic Valley is located five miles from the north shore of beautiful Lake Tahoe along State Highway 89, about eight-miles south of Truckee, 40 minutes southwest of Reno and 100-miles northeast of Sacramento. Olympic Valley hosted the 1960 Winter Olympic Games and is home to world class skiing and the Lake Tahoe area offers an abundance of year-round outdoor recreational activities.

THE DISTRICT

The Olympic Valley Public Service District is an independent Special District located in Olympic Valley in eastern Placer County, California. Incorporated in 1964, the District provides water, sewer collection, and municipal solid waste services as well as fire protection and emergency medical services to about 1,000 customers. The District has approximately thirty employees and is governed by a five-member Board of Directors. The District fulfills its mission by the work of three departments – Administration, Operations, and the Olympic Valley Fire Department.

THE JOB

The District is accepting applications for the position of Administrative Assistant OR Program Analyst I, dependent on applicants' education, experience, capabilities, and competencies. Both positions are full time, 40 hours per week, Monday – Friday, and are non-exempt positions. Salary range is \$59,217 - \$71,979, annually for Administrative Assistant and \$69,606 - \$84,606 per year for Program Analyst I. Both positions include a full benefit package including paid vacation and sick leave, 11 paid holidays, as well as medical, dental and vision coverage and a CalPERS retirement plan. Additional incentives of up to 10% of the base salary available upon completion of approved certifications.

Under the supervision of the Program Manager/Board Secretary, the successful candidate will perform a wide variety of responsible clerical, analytical, communication, and administrative duties; and other related work as directed. Work may be simple to complex, specialized or routine, and reflecting the variable needs and priorities of the District at any time. Examples of duties and responsibilities, required knowledge and skills, minimum qualifications, physical working conditions and other information is provided within the job description for each position.

THE PROCESS

Applicants must complete an Olympic Valley Public Service District job application packet. This document is available online at: <https://ovpsd.org/your-district/human-resources/employment/>. It may also be obtained at the District office.

A signed application must be submitted by mail, in person, or by the JotForm Application located on our website.

The District office is located at 305 Olympic Valley Road, Olympic Valley, California.

The mailing address is:

Olympic Valley Public Service District
Post Office Box 2026
Olympic Valley, CA 96146-2026

Candidates will be required to give Olympic Valley Public Service District permission to conduct a background check, including employment history, criminal, and civil filings upon acceptance of offer of employment. Physical exam, background check and pre-employment drug screening test required. Adverse findings may be cause for withdrawal of an offer of employment.

APPLICATION DEADLINE

The initial application deadline is Monday, September 30, 2024, at 4:00 p.m. The position will remain open until filled.

Olympic Valley Public Service District is an equal opportunity employer.



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



JOB DESCRIPTION ADMINISTRATIVE ASSISTANT

DESCRIPTION

Under the supervision of the Finance and Administration Manager or Program Manager/Board Secretary, performs a wide variety of responsible secretarial, technical, and administrative duties; and other related work as directed.

JOB SUMMARY

This position requires the ability to perform competently in all aspects of the District's administrative projects and business processes. The position requires frequent use of independent judgment, interpretative ability, and initiative; the skill to communicate on a professional level with customers, other departments, District management, vendors, consultants, and regulatory agencies; and the ability to work cooperatively with others. The individual understands the importance of collaboration and communication in a small team setting. This is a non-exempt, at-will, position.

EXAMPLE OF DUTIES AND RESPONSIBILITIES

The Administrative Assistant's responsibilities and duties include, but are not limited to, the following:

- Scan hard copy files to digitize the Document Management System.
- Maintain and update electronic customer database.
- Answer incoming calls and e-mails, act as back-up District receptionist.
- Pick up, open, and distribute incoming mail daily in accordance with established District procedures. Stamp, separate, and deposit outgoing mail at Post Office. Monitor postage meter usage.
- Assist with utility billing, and process customer payments.
- Assist Account Clerk II and/or HR Specialist. Enter accounts payable invoices, file and prepare payments to be mailed out.
- Purchase office supplies. Organize, maintain, and inventory supplies.
- Assist in preparation and mailing of semi-annual newsletter to District customers.
- Assist Office Supervisor in composing letters regarding possible water line leaks, water meter readings and meter changes, ownership changes, connection fees due, and general information correspondence.

- Respond to public requests for information (verbally or in writing) regarding rates, charges, current account balances and other District operations, or direct to appropriate person.
- Copy and distribute monthly Board of Directors meeting agenda and Board packets, and all Board Committee meeting packets.
- Set up and cleanup of Community Room for Board and Committee meetings.
- Maintain schedule for Community Meeting Room reservations.
- Assist with a variety of activities designed to promote water conservation and public information throughout the District.
- Follow applicable safety rules and general regulations and perform other related duties as assigned.
- Perform duties for the Office Supervisor or Board Secretary in their absence.
- Provide clerical and administrative support to General Manager, Fire Chief, Finance/Admin Manager, Engineer, Operations and Accounting staff.
- Other duties as assigned by the Finance/Admin Manager, Program Manager/Board Secretary or the General Manager.

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of education and experience equivalent to graduation from high school, minimum two years' experience in the performance of clerical work.

KNOWLEDGE AND ABILITIES

Requires knowledge of business letter writing; working knowledge of modern office practices and methods; working knowledge of simple legal procedures and forms; ability to type accurately and efficiently; ability to spell and use proper English; ability to operate office computer software programs on personal computer system; ability to establish and maintain files and indexes; ability to understand and carry out oral and written communications; ability and willingness to learn and attend training; ability to pleasantly respond to the public, to understand their questions and to give clear and satisfactory explanations; and ability to get along well with fellow employees.

LICENSES AND CERTIFICATES

Bachelor's Degree from an accredited college or university with major work in public administration or related field is desirable. Must possess a valid driver's license in good standing.

PHYSICAL WORKING CONDITIONS

Ability to function in a typical office environment. The employee frequently is required to stand, walk, sit, and use a keyboard. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds and tolerate adverse weather conditions. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. May be required to drive to deliver documents to Directors or to attend meetings and trainings. Separate Physical Job Analysis Form for accounting and secretarial positions should also be reviewed for compliance. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, that may be required by their supervisor.

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OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



JOB DESCRIPTION PROGRAM ANALYST I

DESCRIPTION

Under the supervision of the Program Manager/Board Secretary, performs a wide variety of responsible clerical, analytical, communication, and administrative duties; and other related work as directed. Work may be simple to complex, specialized or routine, and will reflect the variable needs and priorities of the District at any time.

JOB SUMMARY

This position requires the ability to perform competently in all aspects of the District's administrative projects and business processes. The position requires frequent use of independent judgment, interpretative ability, and initiative; the skill to communicate on a professional level with customers, other departments, District management, vendors, consultants, and regulatory agencies; and the ability to work cooperatively with others. The individual understands the importance of collaboration and communication in a small team setting. This is a non-exempt position.

EXAMPLE OF DUTIES AND RESPONSIBILITIES

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provide efficient and effective administrative support including filing, copying, scanning, and the production of correspondence, reports, legal documents, and other work products using word processing, spreadsheet, presentation, and other software programs.
- Scan hard copy files to digitize the Document Management System.
- Maintain and update electronic customer database.
- Maintain the District's records management program including converting hard-copy files to digital files, managing record destruction requests, maintaining compliant optical disk storage, and assisting all Departments in compliance with the records retention schedule.
- Prepare, deliver, and post agendas, meeting notices, board exhibits, and other related materials; assemble meeting packets and distribute copies of material; publish Board meeting materials on the website; set up and break down community room for meetings; manage virtual meeting system.

- Assist with preparation of Board reports and exhibits.
- Assist with preparation of contracts, agreements, ordinances, resolutions, easements, and other documents.
- Coordinates filing of conflict-of-interest statements, campaign statements, and Registry of Public Agencies records.
- Assist with election procedures and appointing Board vacancies.
- Assist with website maintenance, website upgrades, and posting monthly reports.
- Assist with contract administration and document recordation.
- Prepare monthly credit card expense reconciliation reports.
- Assist with preparation of grant applications and manage administration of grant contracts for the Fire, Operations, and Engineering Departments. Serve as the District's representative to grant funding agencies.
- Draft, proof, print, copy, and distribute District correspondence including flyers, e-news, social media posts, and biannual hard-copy newsletter.
- Assist with formatting and maintaining District documents such as the *Administrative Code*, *Personnel Policies and Procedures*, *Employee Policy Handbook*, and *Water and Sewer Technical Specifications*, among others.
- Provide support on complex special projects and programs, including performing research; and preparing presentations, reports, and items for the Board's consideration.
- Prepare documentation to maintain District's certificates with the *Special District Leadership Foundation* including the *Certificate of Transparency* and *District of Distinction*.
- Respond to public requests for information (verbally and/or in writing).
- Support the District's Injury and Illness Prevention Program (IIPP) including facilitating Safety Committee Meetings (at least quarterly), drafting meeting minutes of the same, coordinating training and assisting the administrative representative for the IIPP Program as needed. .
- Answer incoming calls and e-mails for the Operations, Administrative and Fire Departments.
- Prepare and post job descriptions and announcements.
- Assist Accounting Department by entering accounts payable invoices; filing and preparing payments; and reconciling District Bank Accounts Monthly.
- Assist the accounting department in month-end reconciliations, entering journal entries, and preparing board reports.
- Manage time-away calendar and filing of time-off request slips.
- Schedule and administer applications for use of community room.

- Provide compliance support including composing and distributing correspondence, ensuring conformity, and maintaining related documentation for District Programs, including but not limited to easements, backflow prevention, permitting, fire system shutoffs, and the fats, oils and grease program.
- Produce annual backflow prevention testing letters for the Operations and Engineering Departments and support the backflow prevention program as directed.
- Administer applications for residential and commercial sewer, water, and fire service permits.
- Prepare and process encroachment, waste discharge and special use permits, variances, and other applications and documentation for District programs and projects.
- Compose letters or make phone calls regarding water line leaks, water meter readings, ownership changes, connection and mitigation fees, user fees and general information correspondence. Support the Fire Department inspection program including scheduling and documentation related to short term rentals, commercial inspections, fire and life safety inspections and other programs.
- Assist Board Secretary and perform duties in their absence, see job description. Anticipated tasks may include attendance at Board and committee meetings, drafting meeting Minutes, and responding to public records requests.
- Assist Officer Supervisor and perform duties in their absence, see job description. Anticipated tasks may include collecting and distributing mail.
- Assist Account Clerk II and/or HR Specialist and perform duties in their absence, see job description.
- Provide clerical and administrative support to General Manager, Fire Chief, Finance/Admin Manager, Engineer, Operations, and Accounting staff. Perform other related duties as assigned.
- Follow applicable safety rules and general regulations.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- a) Graduation from high school;
- b) Equivalent to a bachelor's degree from an accredited college or university with major course work in business or public administration, communications, political science, finance, economics, engineering, or a related field;
- c) Advanced clerical training, experience in secretarial work, or providing administrative support within a public agency is highly desirable.

KNOWLEDGE AND ABILITIES

- Is highly proficient in Microsoft Office (primarily MS Word and Excel), has the ability to type accurately and efficiently. Can operate modern office equipment and software.

- Can communicate clearly and concisely, both orally and in writing, with ability to independently compose original written material for website, newsletters, business letters, and reports. Uses proper vocabulary, spelling, grammar, and punctuation.
- Exhibits initiative and independent judgment, develops practical solutions to problems
- Has planning and organizational skills to prioritize workload and meet deadlines.
- Requires the ability to read, understand and follow written or verbal instructions.
- Can establish and maintain accurate and complete records and files.
- Can research and analyze technical data.
- Enjoys detail-oriented projects.
- Possesses willingness to learn and attend training.
- Can maintain friendly and cooperative relations with customers, peers, and managers.
- Is eager to provide varied, responsible administrative support for staff.
- Learns, interprets, and applies Federal, State, and local laws, codes, and regulations including records retention laws (i.e., the Brown Act and the Public Records Act), administrative and departmental policies and procedures.

LICENSES AND CERTIFICATES

Must possess a valid driver's license in good standing with States of California or Nevada.

PHYSICAL WORKING CONDITIONS

Ability to function in a typical office environment. The employee frequently is required to stand, walk, sit, and use a keyboard. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds and tolerate adverse weather conditions. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. May be required to drive to deliver documents to Directors or to attend meetings and trainings. Separate Physical Job Analysis Form for accounting and secretarial positions should also be reviewed for compliance. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



STATEMENT BY APPLICANT

Read, Date, Sign and Return:

I have been provided and read the physical job description for the position I specify below.

I hereby certify that I have no previous medical history or disability, which would prevent me from performing the essential job functions or the physical activity requirements on the job.

I understand the District will require me to be examined by a medical doctor selected by the District to determine my ability to perform the job-related functions described in the physical job description as a condition of any offer of employment by the District.

I understand that I will be required to submit a pre-employment drug screening in compliance with regulations adopted by the United States Department of Transportation, Federal Highway Administration.

I understand that the District will obtain an investigative consumer report that will be used solely for employment purposes. Further, I understand that the District will verify social security number and name as provided by me on District application documents.

I further understand that any false statement or material omission by me in connection with such medical examination or concerning my job-related physical abilities will disqualify me from employment or be cause for dismissal when the false statement or omission is discovered.

I hereby authorize release of all medical information pertinent to the physical job requirements of the position specified above to the Olympic Valley Public Service District.

Position Applied for: _____

The following documents MUST be attached to the application and returned:

- 1. Statement by Applicant**

Failure to return all the required documents may be cause for rejection of your application.

Applicants Signature

Date



Olympic Valley Public Service District

P.O. Box 2026
305 Olympic Valley Rd.
Olympic Valley, CA 96146

Employment Application Form

Personal Information :

Full Name *

First Name Middle Name Last Name

Mailing Address: *

P.O. Box or Street Address

City State / Province

Postal / Zip Code Country

Physical Address:

Street Address

City

State / Province

Phone Number *

Please enter a valid phone number.

E-mail *

example@example.com

After employment, can you submit verification of your legal right to work in the United States? *

Yes

No

Employment Desired:

Position Applying For: *

Date You Can Start

Month Day Year

Have You Worked Here Before?

Yes

No

Have You Applied Here Before?

Yes

No

Do you need reasonable accommodations to perform the essential functions of the position for which you are applying? *

Yes

No

If you answered yes to either of the 3 questions above, please explain.

Are you currently on layoff status and subject to recall?

Yes

No

Do any of your friends, relatives, or your spouse, work here?

Yes

No

If yes, whom and their relation.

How did you hear about us?

Indeed

Sierra Sun

Truckee Tahoe Job Collective

GovernmentJobs.com

Other*

***If you selected other, please tell us how you heard about us.**

Education:

High School

Graduated?

Yes

No

College/Trade/Technical School

Degree?

- Yes
- No

Area of Study/Degree:

College/Trade/Technical School

Degree?

- Yes
- No

Area of Study/Degree

Other Education:

Supplemental Materials and Information:

Languages

List any languages other than English, Indicate if you can: speak, read or write

Describe your specialized training, apprenticeships, skills, military training, licenses and certifications not required for the position your applying for and extra-curricular activities you enjoy.

Do you have a valid California Driver's License?

Yes

No

License Number:

Has your driver's license ever been revoked or suspended?

Yes

No

If so, what were the circumstances?

Please provide a concise overview of your relevant work experience in relation to the position you are seeking and explain why you believe you are the ideal candidate. Alternatively, you can attach a cover letter and resume for further details (as mentioned in the next item).

Employment History:

All Applicants

Current Employer

Position

Supervisor

Phone Number

Please enter a valid phone number.

Reason for Leaving?

Start Date

Month Day Year

May We Contact?

- Yes
- No

Previous Employer

Position

Supervisor

Phone Number

Please enter a valid phone number.

Reason for Leaving?

Start Date

Month Day Year

End Date

Month Day Year

Previous Employer

Position

Supervisor

Phone Number

Please enter a valid phone number.

Reason for Leaving?

Start Date

Month Day Year

End Date

Month Day Year

References:

Reference 1

Name of Reference

Relationship

Years Acquainted

Phone Number

Please enter a valid phone number.

Email

example@example.com

Reference 2

Name of Reference

Relationship

Years Acquainted

Phone Number

Please enter a valid phone number.

Email

example@example.com

Reference 3

Name of Reference

Relationship

Years Acquainted

Phone Number

Please enter a valid phone number.

Email

example@example.com

Pre-Employment Physical Examination:

In accordance with applicable laws and regulations, all individuals seeking permanent or temporary employment will be required to undergo a physician's examination and drug screening, which will be covered by the District.

No commitment of employment will be made until a negative drug screen result is obtained and a qualified physician has certified that the applicant is capable of performing the required duties associated with the position being applied for.

Applicants who refuse to cooperate with the examination and testing process will not be further considered for employment.

Upon arriving at the designated medical facility for the scheduled examination and drug testing, the applicant must provide identification, including a photograph and a verifiable signature.

All test results will be treated as confidential. The applicant may be informed if they did not pass the test, but only Human Resources will have access to the actual test results.

Authorization:

By submitting this application, I grant authorization to the Olympic Valley Public Service District to thoroughly investigate my references, work history, driving record, educational background, consumer credit check, and any other relevant matters pertaining to my suitability for employment. I also authorize my previous employers to disclose all letters, reports, or additional information about my work records without my prior notice.

Furthermore, I release the Olympic Valley Public Service District, my former employers, and any other individuals involved from any claims, demands, or liabilities arising from or related to such investigation or disclosure.

I understand that neither the completion of this application nor any subsequent interviews if granted, are intended to create an employment contract between myself and the Olympic Valley Public Service District. I acknowledge that the Board is responsible for making employment decisions within the District and that no promises made by anyone other than the Board are valid or binding.

By clicking the submit button below, I confirm that I have read and understood the job description, including the expectations for this position. I certify that all the information provided on this application is accurate and complete. I am aware that any false information, omissions, or misrepresentations discovered may result in the rejection of my application.

Olympic Valley Public Service District is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, gender identity, national origin, disability, genetic information, pregnancy, age (40 or older), or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, and training. OVPSD makes hiring decisions based solely on qualifications, merit, and business needs.

**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
PHYSICAL JOB ANALYSIS FORM**

POSITION: Accounting & Administrative Positions

DEPT: Administration

JOB DESCRIPTION: A wide variety of accounting, clerical, secretarial & administrative duties. Requires typing & computer keying, phoning, writing, & operating office machinery & equipment.

PHYSICAL REQUIREMENTS

1. Gross Body Movements:

- A. Sitting 75 % of day
- B. Standing 25 % of day
- C. Walking 15 % of day
- D. Driving **As needed (Post Office & Bank)**
- E. Hearing 100 % of day
- F. Speaking 90 % of day

2. Job Specific Body Movements: (Occasionally - 1/3 of time or less; Frequently 1/3 - 2/3 of time; Continuously - more than 2/3 of time)

	<u>OCC.</u>	<u>FREQ.</u>	<u>CONT.</u>	
A. Working/reaching above shoulder	<u>X</u>	_____	_____	B.
Working with arms extended at shoulder level	<u>X</u>	_____	_____	
C. Working with body bent over at waist	<u>X</u>	_____	_____	
D. Working in kneeling position	<u>X</u>	_____	_____	
E. Crawling	_____	_____	_____	
F. Climbing stairs	<u>X</u>	_____	_____	

3. Height from floor of objects to be reached or worked on:

OBJECT(s):	HEIGHT(s)
<u>Files, Shelves</u>	<u>Approximately 6 feet</u>

4.	Lifting to waist	<u>OCC.</u>	<u>FREQ.</u>	<u>CONT.</u>
	1 - 20 LBS.	<u>X</u>	_____	_____
	20 - 50 LBS.	<u>X</u>	_____	_____
	50 + LBS.	_____	_____	_____
5.	Hand Coordination Activities:	<u>OCC.</u>	<u>FREQ.</u>	<u>CONT.</u>
	A. Major Hand	_____	_____	_____
	Pulling	<u>X</u>	_____	_____
	Pushing	<u>X</u>	_____	_____
	B. Fine Manipulation	_____	_____	_____
	Typing/Keyboard	_____	<u>X</u>	_____
	Writing	_____	<u>X</u>	_____
	C. Simple Grasping	_____	_____	_____
	Filing	_____	<u>X</u>	_____
	D. Power Grip	_____	_____	_____
	Tools	<u>X</u>	_____	_____
	Equipment	<u>X</u>	_____	_____
	E. Hand Twisting	_____	_____	_____
	Folding	<u>X</u>	_____	_____
6.	Other (not included above):	<u>OCC.</u>	<u>FREQ.</u>	<u>CONT.</u>
	A. _____	_____	_____	_____
	B. _____	_____	_____	_____
	C. _____	_____	_____	_____
7.	SITE EVALUATION:			
	1. <u>Standard office environment.</u>			
	2.			