**Office Manager**

**Del Paso Manor Water District**

**District**

Del Paso Manor Water District was founded in 1956 and provides water service to over 1,800 residential and commercial customers. The District is located in Sacramento eight miles east of the California State Capitol and north of Highway 50.

The District is responsible for water treatment, infrastructure and distribution system maintenance, providing water that meets and exceeds required water quality standards, and assures there is always reliable, safe and healthy water supply for District’s residents, businesses, and institutional users, as well as the general public.

**Position**

Under administrative direction from the General Manager, is responsible for performing the more complex and advanced financial recordkeeping and analysis of the District. Prepares minutes, financial documents, and Board packets in preparation of meeting of the Board of Directors. Performs human resources functions for the District. Provides secretarial and office administrative support and may handle confidential matters or be assigned to special projects. Prepares the newsletter and assists with community outreach. The position is non-exempt.

**Experience**

Requires two years of experience in advanced accounting work including an understanding of general ledger, accounts receivable and payroll systems. Experience with a water district is preferred but not required.

**Education**

A four-year degree; BA/BS and five years of progressively responsible office administration is preferred but not required.

**Licenses/Certifications**

* Possession of a valid California Class C Driver License with a driving record acceptable to the District.

**Salary**

$23.41-$29.87 Hourly

**Benefits**

CalPERS Retirement; Health Insurance; Dental; Vision; vacation and sick leave package.

**How to Apply**

For a full job description and to apply for this position, please visit our website at: www.delpasomanorwd.org.

**Deadline to Apply**

Thursday, October 17, 2019 at 5:00 P.M.

**Contact Name**

Leo Havener, Interim General Manager

**Phone Number**

916-487-0419

**Email**

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