



Goleta West Sanitary District is actively recruiting for an Office Manager...

The Goleta West Sanitary District (GWSD) is seeking a dynamic and experienced Office Manager to oversee our administrative operations and contribute to our mission of protecting public health and maintaining a clean and sustainable environment for our community. Apply by 5 PM on October 11, 2024. You may include your resume; however, a District application is mandatory. The employment application is available on our website at www.goletawest.org.

Position: Office Manager

Location: Goleta, California (UCSB Campus, Lot 23)

Salary: Competitive, commensurate with experience (range: \$39.36 to \$58.73 per hour)

Benefits: Comprehensive benefits package including healthcare, retirement plans, and more

Key Responsibilities:

- **Administrative Leadership:** Responsible for preparing and maintaining the District's financial records, personnel files, and overall management and organization of records and of the District office. Acts as the administrative assistant to the General Manager. Assist with preparation of meeting agendas, meeting minutes, required postings and notifications, and compliance with regulatory requirements. Track, schedule, and complete routine reporting and business obligations. Acts as Human Resources manager.
- **Team Coordination:** Support the Board of Directors and staff to foster a productive and collaborative work environment. Work with accounting team to complete preparation of periodic financial statements, payroll, tax reports, accounts payable, accounts receivable, and reconciliation. Schedule and prepare for meetings, presentations, and trainings. Administer and respond to questions regarding employee benefits and Human Resources related matters.
- **Policy Implementation:** Support and aid in compliance with regulatory requirements, and development, interpretation, and implementation of District policies. Assist with 457 deferred compensation plan administration; carry out related banking functions such as deposits, transfers, Accounts Payable, Accounts Receivable, and record keeping.
- **Community Engagement:** Serve as a liaison between the District and community stakeholders, addressing inquiries and concerns in a professional manner. The Office Manager is often the initial point of contact for the public and other agencies.
- **Strategic Planning:** Contribute to long-term planning initiatives and operational strategies to enhance District efficiency and sustainability.

Requirements:

- Proven experience in office management or closely related field, preferably with a public agency.

- Strong organizational and administrative skills with the ability to prioritize tasks and manage multiple assignments and deadlines effectively.
 - Excellent communication skills, both verbal and written, with proficiency in office software applications.
 - Ability to prepare clear, concise, accurate, complete, and logical reports and presentations; must be able to edit, revise, and proofread materials for correct format, grammar, punctuation, and spelling.
 - Ability to deal with the public, consultants, vendors, and staff in a courteous and customer-oriented manner. Must receive, process, and respond to public records requests, complaints, and other requests for information; research and organize information; coordinate resolution to problems and issues.
 - Maintain a clean and organized work space that is appropriate for the public-facing role this position entails.
 - Ability to work independently with little direction and collaboratively as part of a team.
 - Perform Human Resources administration with a high level of discretion and ability to maintain confidentiality.
 - Possession of a valid Class "C" California driver's license upon date of application with a driving record acceptable to the District's insurance provider.
 - Perform various budget and fiscal support work.
 - Maintain calendars and make meeting or travel arrangements.
 - Organize and maintain accurate and detailed databases, electronic and physical files, and records.
- **Desired Experience and Qualifications:**
 - Bachelor's degree in Business Administration, Public Administration, or a relevant field or equivalent career experience.
 - Strong computer skills utilizing Microsoft 365 Programs, Products, Apps, and Services; Adobe Programs, and Products. Experience with Great Plains and Acumatica accounting software is advantageous.
 - Human Resources experience managing payroll compensation, benefits, and insurance matters, employer regulatory compliance matters, worker compensation claims and management, and recruitment of talented personnel. Familiarity with CalPERS is helpful.
 - Board Secretary experience preparing agendas, attending Board meetings, and recording and drafting meeting minutes.
 - Knowledge of wastewater and street sweeping industry practices, regulations, and environmental sustainability principles is desirable.

About the District: At Goleta West Sanitary District, you will be part of a small dedicated team committed to improving and protecting public health and the environment. We offer a supportive work environment, opportunities for professional growth, and the chance to make a meaningful impact in our community. Join us in shaping a cleaner, healthier future for Goleta; your contributions can make a difference. Apply today and be a part of our team at Goleta West Sanitary District.

To learn more about the District, please visit our website at www.goletawest.org.

How to Apply: To apply for the GWSD Office Manager position, please submit the required District Employment Application (download from website at www.goletawest.org - "Notices" box in lower right-hand corner) along with a cover letter outlining your qualifications and interest in the role and resume (optional) to Info@GoletaWest.org. You may also submit your application in-person during regular business hours 7:30 AM to 5 PM, Monday through Friday, at UCSB Campus Lot 32, Santa Barbara, CA 93106. The application period is open until 5 PM October 11, 2024. As a condition of employment, candidates must pass a background check.

General Summary of Employee Benefits *(subject to change)*

Holidays - The District offers 12 paid holidays each year.

Health Benefits - The District participates in the California Public Employees' Retirement System (CalPERS) for health benefits. Each employee can choose from a selection of insurance carriers that have contracted with PERS for health benefits.

Retirement - The District participates in both the Social Security and PERS.

Dental - Dental insurance coverage is provided by the District for the employee and all dependents at no charge to the employee.

Vacation - Vacation determined by years of service (1 - 5 years = 10 days; 5 - 10 years = 15 days; 10+ years = 20 days). Vacation days may be accrued up to 2-1/2 times the annual vacation allowance.

Sick Leave - Sick leave is accrued at 3.69 hours bi-weekly.

Deferred Compensation Plan - The District participates in a Deferred Compensation Plan. Employee participation in this plan is optional. For employees that participate, the District will match \$0.50 to every dollar of the employee's contribution up to 6% of the employee's annual salary.

Life Insurance – Life insurance benefit is provided to all regular employees at no cost to the employee.

Service Award Salary Increase – An employee shall receive service awards based upon reaching fifteen (15) years of service and again at twenty (20) and twenty-five (25) years of service.

GWSD is an equal opportunity employer and values diversity in our workforce. Individuals with disabilities requiring reasonable accommodations in the recruiting process must inform the District in writing.