

Administrative Support Specialist

THE ORGANIZATION

The East Bay Dischargers Authority (EBDA) sustainably and cost-effectively manages the wastewater of one million East Bay residents for the protection of San Francisco Bay. EBDA was formed on February 15, 1974, by a “Joint Exercise of Powers Agreement” (JPA) entered into by the City of Hayward, City of San Leandro, Oro Loma Sanitary District, Union Sanitary District and Castro Valley Sanitary District. EBDA operates under a Commission consisting of one representative appointed by each member agency. EBDA’s staff includes the General Manger, Operations & Maintenance Manager, and Administration Manager. Additionally, EBDA hires consultants to augment and assist in other functions including accounting and engineering services.

EBDA owns and operates three effluent pump stations, a dechlorination facility, and a force main and outfall system for effluent disposal into the San Francisco Bay. Additionally, flow from the effluent pump station owned by the City of San Leandro enters the system, as well as flow from the Livermore-Amador Valley Water Management Agency.

THE POSITION

EBDA invites applications to fill a part-time vacancy for Administrative Support Specialist. This is an entry-level classification responsible for performing a variety of office support activities including routine administrative and accounting duties. Employees in this classification are required to follow established policies and procedures related to assigned area of responsibility. This position will receive direction from management personnel. Upon hire, the Administrative Support Specialist will be expected to work an average of 20 hours per week. There may be opportunity to increase those hours in the future. EBDA employees are unrepresented; all employees are “at-will.”

THE IDEAL CANDIDATE

The ideal candidate is an individual with the ability to work independently, has excellent communication and interpersonal skills, excels in a team environment, has experience working with standard office software including teleconferencing systems, and demonstrates good judgement.

MINIMUM QUALIFICATIONS

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

- **Education:** Equivalent to the completion of the twelfth grade; completion of college coursework is desirable.
- **Experience:** Two years of clerical experience, involving accounts payable and payroll processing.

- **License or Certificate:** Possession of a valid California driver's license.

COMPENSATION

\$27.46 to \$33.38 hourly

EBDA provides a generous benefits package which can be found on the EBDA [website](#). Benefits shall be prorated proportionate to a part-time employee's scheduled work hours.

ADDITIONAL INFORMATION

East Bay Dischargers Authority is an Equal Opportunity Employer.

Per Chapter 8, Division 4 of Title 1 of the California State Government Code, public employees are declared to be Disaster Service Workers.

Applicants requesting reasonable accommodation during the application process are instructed to contact Juanita Villasenor at 510-278-5910.

TO APPLY

To be considered a candidate for this position, please submit an application with your resume to Juanita Villasenor at juanita@ebda.org. Resumes without applications will not be considered. This recruitment is open until filled and subject to close at any time without notice.

CLASS TITLE: ADMINISTRATIVE SUPPORT SPECIALIST

BASIC FUNCTION: Under general direction, performs a variety of office support activities including administrative and accounting duties; performs related work as required and other duties as assigned, following established policies and procedures.

DISTINGUISHING CHARACTERISTICS: This class is distinguished by its role in supporting administrative and accounting functions as directed by the Administration Manager.

REPRESENTATIVE DUTIES:

(It is important to note that the duties listed below are “representative only” and are not intended to cover the full range or scope of duties in this class.)

Accounting:

1. Provides support for the accounting functions, including accounts payable, accounts receivable, and general journal entries.
2. Processes vendor invoices for payment, including maintaining vendor files and reconciling discrepancies.
3. Assists in the preparation of quarterly and year-end financial reporting.
4. Processes bank deposits and credit card receipts, allocates revenue to appropriate accounts.
5. Assists in processing payroll, including reviewing timesheets and entering data.

Administration:

6. Maintains and stores a variety of records, files, logs and reports; periodically reviews and purges files in accordance with the Authority’s Records and Information Management Policy.
7. Provides technical support in website content, records management, and project administration.
8. Proofreads and checks materials for accuracy and completeness, and ensures materials are in compliance Authority policies.
9. Assists with the Clerk of Commission duties, as needed.
10. Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Basic administrative accounting principles, practices, and procedures relating to payroll, accounts payable/receivable, or other standard accounting office functions; correct English language usage; records management principles and practices; standard office practices and procedures; a variety of computer software applications; the operation of office equipment.

ABILITY TO: Perform detailed administrative accounting work accurately; learn and apply the methods, policies, and procedures pertaining to the work; understand and carry out written and oral instructions in English; maintain confidentiality of information; use tact and discretion in establishing and maintaining effective working relationships; work under time pressures and critical deadlines; use initiative and sound independent judgement within established guidelines; work independently under limited supervision.

EDUCATION AND EXPERIENCE:

EDUCATION: Equivalent to the completion of the twelfth grade; completion of community college or business college courses is desirable, with coursework in business, accounting, finance, office procedures, or office administration.

EXPERIENCE: Two years of clerical experience, including experience with or understanding of accounts payable and payroll processing.

Substitution: A baccalaureate degree may be substituted for clerical experience if combined with aptitude and experience with administrative functions and computer skills.

LICENSES: Possession of a valid California Motor Vehicle Operator's License.

WORK DIRECTION, LEAD AND MANAGERIAL RESPONSIBILITIES: This class reports to and receives policy direction from the Administration Manager.

PHYSICAL EFFORT: Normal office environment. The employee may occasionally lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS: Indoors in a climate-controlled office environment working around computer monitors. Works with or around others, or alone. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONTACTS: Commission members; members of the public; co-workers; member agency staff; vendors; financial consultant and auditors.

East Bay Dischargers Authority

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? If yes, when? _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

A resume may be submitted in place of completing this section.

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Administrative Support Specialist

QUESTIONNAIRE

1. Describe your degree of proficiency (beginner, intermediate, advanced) using Microsoft Office programs, specifically Word, Excel, PowerPoint and Outlook, and provide examples of the types of work products you have generated.
2. This position works closely with various internal and external stakeholder groups, building and maintaining positive working relationships. Please describe your relevant qualifications including but not limited to drafting emails to groups, reaching out by phone, and participating in meetings as a contributor and/or notetaker.
3. Describe your experience and/or education coursework in business, accounting, finance, and office administration.