



501 Taft Highway
Bakersfield, CA 93307
(661) 834-4656

Administrative Assistant

\$18.00 - \$21.00 – Hourly
\$37,440 - \$43,680 – Annually

Kern Delta Water District (District) is looking to expand its team with the addition of an Administrative Assistant. This position will directly support District office operations including general office tasks, interfacing with customers and other District staff in person, via phone and email, and will provide direct clerical and administrative support to the General Manager. This position will also cross-train with other front-office positions to provide backup support for all office responsibilities.

Successful Candidate Attributes:

The successful candidate will possess the following key attributes: professionalism; politeness; attentiveness; attention to detail; strong communication skills (both verbal and written) comfort and experience working in an office environment; desire to collaborate and work well with others; and the willingness to learn and take on various administrative tasks. Knowledge of and proficiency utilizing typical Microsoft Office Programs such as Word, Outlook and Excel, Adobe Acrobat, etc.; experience with basic accounting functions related to accounts payable and receivable; strong organizational skills related to maintaining files; and experience with preparing meeting agendas and minutes.

Responsibilities:

This position will work under the general supervision of the General Manager and will be responsible for performing varied secretarial, clerical, financial and administrative support duties. The following is not meant to be an exhaustive listing of responsibilities, rather it is representative of the duties of the position (other duties may be assigned):

- General office tasks such as screening phone calls and routing to appropriate staff, filing, mail distribution, customer assistance, supply ordering and inventory, etc.
- Scheduling assistance for the executive management team.
- Administrative support for the executive management team including supporting the General Manager with administrative duties related to District Board meetings and committee meetings.
- Using a computer to generate reports, prepare meeting agenda and minutes, and prepare outgoing correspondence.
- Greet and assist visitors/customers.
- Basic accounting related to accounts payable/receivable.
- Cross-training with other front office duties.



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Requirements/Desired Abilities:

- Graduation from high school or attainment of a satisfactory score on a G.E.D. test.
- Prior experience and/or training in a similar position(s).
- Knowledge of business English, spelling, punctuation and commercial arithmetic.
- Comfort with working in an office environment.
- Valid California Driver's License
- Associates Degree (A.A.) or equivalent from a two-year college or technical school or higher educational attainment desired.
- Multilingual abilities a plus.

A combination of experience and education that demonstrates qualifications for the position will be considered.

Compensation:

In addition to the hourly compensation rate referenced above, the District also provides a competitive benefits package which includes medical insurance (including vision and dental); vacation, holiday, sick leave; 457 deferred compensation program; and defined contribution retirement plan.

Applications will be accepted until the position is filled. Interested candidates may submit an application via the District webpage <https://www.kerndelta.org/careers/> or in person at the District office.