



**Executive Assistant to the General Manager
(Salary \$75,758.65 - \$92,117.35 annual)**

Under the direction of the General Manager, the Executive Assistant provides high-level confidential administrative support to the UWCD General Manager. This position is distinguished by its responsibility for providing direct administrative support to the General Manager; also, the Board of Directors.

Traits and Expectations:

- Personal Assistant to the General Manager
- Ability to multi-task, organizational skills
- Ability to organize executive and confidential files
- Develop relationships with agency executives
- Public Outreach – Ability to communicate with other agency executives
- Meeting arrangement; set scheduling priorities
- Manage confidential material and e-mail
- Work well with communities, General Manager and Board of Directors
- Ability to be flexible in ever changing environment
- Demonstrate anticipation skills necessary to be self-starter

Minimum Qualifications: The required knowledge, skills, and abilities can best be demonstrated by possession of five (5) years of experience providing office and executive administrative support to C-level executives in a highly complex field. An Associate's or Bachelor's Degree is highly desired and may be used to substitute for some of the required experience above.

Compensation & Benefits: CalPERS Retirement 2.5%@55 (Classic) and 2%@62 (PEPRA), group health through CalPERS (100% employee and 60% dependents), dental/vision for employees and dependents (100%), group life insurance, and flex benefit plans. District offers two deferred compensation programs, vacation and sick leave and 10.5 paid holidays.

To apply, send Resume and Cover Letter to Dr. Bill Mathis; Confidential applications will be accepted; recruitment is open until closed.



Mathis Consulting Group

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707-333-2095. For Questions, call Jan Mathis @ 909-322-9045