



RUNNING SPRINGS WATER DISTRICT
A MULTI-SERVICE INDEPENDENT SPECIAL DISTRICT

31242 Hilltop Boulevard • P.O. Box 2206
Running Springs, CA 92382

Employment Opportunity for an Administration Division Supervisor

Salary Range: \$5,675 to \$7,953 per month

Open Date: August 21, 2019

Close Date: September 13, 2019

LOCATION: Running Springs is located in the San Bernardino Mountains, between Lake Arrowhead and Big Bear Lake. At an elevation of 6,000 feet, Running Springs experiences mild summers and beautiful snow filled winters. Running Springs has a small town atmosphere with approximately 3,000 water services and a full-time population of approximately 5,000 residents. The people are friendly, the schools are excellent and the winter skiing and boarding are fantastic.

JOB DUTIES: Running Springs Water District is seeking a highly motivated individual to supervise the Administration Division. The Administration Supervisor is responsible for Supervision of Administration staff to effectively recruit, educate, evaluate, motivate and monitor activities related to customer service, financial accounting, accounts receivable, accounts payable, billing, human resources, special projects and administration requirements. Provides varied, confidential and responsible administrative support to the General Manager, the Board of Directors and various District management and administrative personnel, as needed; oversees and ensures that the administrative and clerical functions of the General Manager and the Board of Directors are effectively executed. Under the Supervision of the Board of Directors and the General Manger, the Treasurer establishes financial processes and transactions in accordance with District policy. The Secretary to the Board of Directors reports directly to the Running Springs Board of Directors. Please refer to Job Description for more detailed information about the position.

EDUCATION & EXPERIENCE: Equivalent to the completion of the twelfth (12th) grade and four (4) years of experience in administrative, accounting and secretarial work with supervision skills. College coursework in business administration, accounting and a related field, plus experience in providing technical and administrative support to executive-level management in a public agency are highly desirable. Must be extremely proficient with various software programs such as Microsoft Word, Excel, Outlook, PowerPoint.

BENEFIT PACKAGE: Running Springs Water District offers a generous benefit package including: CalPERS retirement package; Medical, Dental and Vision Plans; 12 paid days of sick leave per year; 2 weeks paid vacation per year to start, progressing to 5 weeks after 20 years; 12 paid holidays per year; District paid life insurance policy; vacation and sick leave buy-back programs and a generous certification incentive program.

SELECTION PROCESS: Properly completed applications will be reviewed with the most suitable candidates being invited to participate in the selection process. The selection process may include a

written skills examination and oral interviews. Prospective employees will undergo a comprehensive background check and medical examination including drug screening.

How to apply:

All applicants must submit a completed Running Springs Water District Employment Application AND Supplemental Questionnaire. Applications and detailed job description may be requested by e-mail at: rgross@runningspringswd.com, on the District's website:

<http://www.runningspringswaterdistrict.com/news-employment.htm>

or picked up in person at 31242 Hilltop Blvd., Running Springs, CA 92382. Completed application and supplemental questionnaire must be returned by 5:00 P.M. on Friday, September 13, 2019. Resumes will not be accepted in lieu of a completed Running Springs Water Department application, but may be submitted with the application.