



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 Administrative Assistant

Salary Range: \$18.52 - \$25.60 per hour

Close Date: November 29, 2021

**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 fill an Administrative Assistant position. Under general supervision, performs customer service, general office functions and other related work as required.

**EXPERIENCE:** This is an entry level Administrative Assistant position. Two (2) years of experience in dealing with the public in a customer service capacity is preferred.

**EDUCATION:** Equivalent to the completion of the twelfth (12<sup>th</sup>) grade.

**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. Applications and detailed job description may be requested by e-mail at [info@runningspringswd.com](mailto:info@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 applications must be returned by 5:00 P.M. on Monday, November 29, 2021. Resumes will not be accepted in lieu of a completed Running Springs Water Department application but may be submitted with the application.