

## **ELDORADO AREA WATER & SANITATION DISTRICT SEEKING FULL-TIME OFFICE MANAGER**

The Eldorado Area Water and Sanitation District (EAWSD) is a local, public water utility system in Northern New Mexico, serving approximately 3,200 residential and commercial customers, with a population of approximately 7,500. EAWSD is actively seeking a full-time OFFICE MANAGER to provide staff support for the day-to-day operation of EAWSD's Administrative office located about 10-miles southeast of Santa Fe. EAWSD is governed by a 5-member Board of Directors who are elected by the Ratepayers and District Taxpayers. For more information about EAWSD visit our website at: [www.EAWSD.org](http://www.EAWSD.org).

The OFFICE MANAGER position is a full-time (40 hrs. per week), exempt, at-will, salaried position. Starting salary range is \$85,000 - \$95,000 per year, depending on experience, plus annual paid leave, health benefits and employee contributions to PERA. This position is under the supervision and general direction of the General Manager (GM).

GENERAL DUTIES & RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Must possess good communication skills, both written and oral.
- Proficiency using Windows products and Google-based platforms.
- Experience with publishing, grant writing, and high-level editorial copywriting required.
- Ability to type and enter data with accuracy with attention to detail.
- High math proficiency to assist with coordination and execution of weekly Accounts Payable (A/P) as well as budget support for the GM, funding reporting to State Agencies, and other loan tracking and accounting activities.
- Support in producing and writing RFP's (request for proposal) for the District, as needed.
- Maintain and update EAWSD website and customer emergency management system.
- Ability to operate and/or schedule maintenance of office equipment (copiers, phones, computers, tablets, projector, etc.)
- Organization and maintenance of District files and records.
- Scheduling, preparation and distribution of Board packets and all Committee packets (four committees in total) for monthly meetings.
- Record, transcribe and distribute monthly Board meeting minutes and all Committee meeting minutes in a timely manner.
- Willingness to learn and produce our monthly newsletter *Water Notes*.
- Ability to review customer records and keep lists of liens, delinquencies, and doorhanger activity.
- Willingness to provide general administrative support for office staff, Board members and outsourced contractors with various projects and/or research assignments, as needed.
- Ability to prioritize workload and complete all assigned tasks in a timely manner.
- Ability to exercise independent judgment and discretion over administrative matters.
- Curiosity with an interest in water utility infrastructure and delivery.
- Should demonstrate a high degree of diplomacy, tact, and constructive problem solving.
- Willingness to participate in team projects, event planning, and social media management.
- Answer some customer calls, return phone calls or direct calls to appropriate department or individual.
- Flexibility to cross-train in other areas to expand experience and future growth potential.

**Working Conditions:** Work is done primarily in an office setting, and requires extensive personal computer, copier, and some phone use. \*Requires ability to multi-task with staff, vendors and/or customers on the phone and in person. Extended periods of sitting at the computer. Occasional late and weekend hours required, including attendance of Board Meetings. Exposure to video display terminal (VDT), peripheral equipment, including toner cartridges. Ability to lift boxes and/or other items weighing ~30 lbs.

**To Apply:** Email a cover letter and resume of your relevant work experience in a utility office or other service-related business, to [admin.manager@EAWSD.org](mailto:admin.manager@EAWSD.org). In subject line, reference OFFICE MANAGER position. Phone calls and walk-ins will not be acknowledged. Your resume should emphasize your knowledge of administrative and business practices, computer systems, records management, and any other skills/talents you feel are applicable to this position. A minimum of 5-years' administrative experience is required. An Associate's or Bachelor's degree is preferred, but relevant job experience may substitute for educational experience.

**Equal Opportunity Employer:** EAWSD is an Equal Opportunity Employer. Selection of a candidate shall be based on merit, potential and job-related criteria and without discrimination because of race, color, religion, national origin, marital status, sex, age, non-disqualifying physical handicap, or any other non-merit factors.