

02/28/11



Job Announcement

Board Secretary

Close Date: Open until filled

Job Description:

OVERVIEW. The South Bayside Waste Management Authority (SBWMA), a joint powers authority of 12 member agencies in San Mateo County, is recruiting for an experienced administrative professional to support a busy office of seven professionals. The SBWMA is led by an Executive Director who reports to a Board of Directors.

The Board Secretary, under direction from the Executive Director, performs responsible, detailed secretarial, office support, and customer service tasks. This critical position will manage "city clerk" type functions including properly agendaizing public meetings (such as the monthly Board meeting), assembling a monthly Board packet, maintaining and updating agency official records and keeping minutes at public meetings.

The Board Secretary will also provide administrative support to all staff members, including working closely with an Administrative Assistant. Good communication is essential for this position in assist the public in person and on the phone regarding recycling and garbage related issues., Other tasks include managing the procurement process for "public bid" capital projects.

The ideal candidate will be a self starter, have good organizational skills and have excellent grammar, spelling, and proofreading skills. Candidates will be required to demonstrate these skills as part of the selection process since they are essential for this position. This is a 30-32 hour per week position with excellent benefits.

CANDIDATE QUALIFICATIONS.

The ideal candidate has a combination of education and experience equivalent to graduation from high school and 5 years of experience in an increasingly responsible clerical or administrative support position. The ideal candidate will demonstrate:

- Excellent English usage skills, including spelling, grammar, and punctuation.
- A proficient knowledge of Microsoft Word, Office, and Excel in a Windows XP environment.
- Mastery of a multi-line telephone and routing calls to appropriate personnel or voicemail.
- A strong willingness to learn specialized computer programs that support performing complex clerical work to support all seven professionals.
- Strong professional judgment to learn and accurately interpret rules, regulations, and processes.
- Careful attention to detail on all finished work.
- Impeccable professional customer service skills with the ability to demonstrate respect for a diverse workforce and public.

In addition to the above qualifications, this individual must be team-oriented, be able to respond to changing priorities, have the ability to work under pressure and meet deadlines, have organizational skills allowing multiple ongoing tasks; and math and reading comprehension skills are necessary. Individual will be able to maintain a valid California driver's license for the occasional pickup and delivery of various materials. This position is 30-32 hours per week position and may occasionally require evening hours depending on SBWMA program activities.

BENEFITS: SBWMA offers a comprehensive and generous benefits package that includes:

Medical, Dental and Vision Insurance
Participation in a self-directed 401(a) plan with a 10% employer contribution
Fully paid life insurance
Disability Insurance
Employee Assistance Program
Professional Development and Education Program
15 vacation days/year to start
10 paid holidays
3 paid floating holidays
Sick leave of 12 days per year

Above vacation, holidays, and sick pay will be prorated based on hours worked.

SALARY: \$23.70 - \$29.63 Hourly

ABOUT SBWMA.

Formed in 1982, the SBWMA (www.rethinkwaste.org) is a Joint Powers Authority whose twelve member agencies include the cities of Atherton, Belmont, Burlingame, East Palo Alto, Foster City, Hillsborough, Menlo Park, Redwood City, San Carlos, and San Mateo; the West Bay Sanitary District; and San Mateo County. The SBWMA is a leader in delivering innovative waste reduction and recycling programs and owns the Shoreway Environmental Center in San Carlos, CA which receives all the recyclables, organic materials, and residual materials (i.e., solid waste) collected in its service area.

SELECTION PROCEDURE: Candidates must submit the following:

- [1] One page cover letter expressing interest in the position
- [2] Two letters of recommendation from previous employer(s) during the past 3 years
- [3] Three references

APPLY TODAY!!! A maximum of 25 applications will be accepted on a first come, first serve basis. Please submit the above information via email to: kmccarthy@rethinkwaste.org