JOB OPPORTUNITY
ADMINISTRATIVE ASSISTANT
$26.58/hr. - $35.88/hr.
Full-time (35 hrs/week) with excellent benefits

The Big Bear Area Regional Wastewater Agency is currently seeking a qualified individual for an Administrative Assistant position. Under direct supervision, employee performs a variety of clerical duties, receptionist duties, and routine office functions in support of administration staff. Employee attends to phone calls and assists walk-in visitors; handles mail and packages; routinely operates office equipment including copiers, scanners, computers and software applications; assists with organization and maintenance of both physical and digital filing systems for documents and records; and prepares meeting materials and provides meeting support. Employee performs related work and tasks as required and other duties as assigned.

The requirements listed below are representative of the knowledge, skills, and or ability required:

- Knowledge of advanced English usage, alphabetic and numerical filing systems, business correspondence writing and report preparation, principles and procedures of record keeping, principles and practices of customer service, and safe work practices.
- Ability to perform work with accuracy and attention to detail, operate office equipment including computers and software applications, coordinate and prioritize tasks efficiently, communicate effectively both orally and in writing, work independently and on project teams, establish and maintain cooperative working relationships.

The job description contains examples of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the job duties.

Required education is equivalent to completion of the twelfth grade with one year of administrative clerical or secretarial experience. Must possess a valid Class C California driver's license, possess and maintain a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the Agency's insurance carrier.

PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECK ARE REQUIRED.

Application and complete job description may be viewed and downloaded from the Agency website: **www.bbarwa.org/job-opportunities/** or call Human Resources at (909) 584-4523.

APPLICATION DEADLINE
A signed application on Agency form must be received by
Tuesday, December 1, 2026 at 3:00 p.m.

Agency Administration Office: 121 Palomino Drive, Big Bear City, CA
by email to: skawa@bbarwa.org
by mail to : Big Bear Area Regional Wastewater Agency
P.O. Box 517
Big Bear City, CA 92314-0517

ADMINISTRATIVE ASSISTANT

DEFINITION

To perform a wide variety of office clerical, reception, and administrative support duties for management and other administrative staff; to provide general assistance to the public by providing information personally or directing information requests according to established procedures; to sort, log, file, and maintain records and other documents.

DISTINGUISHING CHARACTERISTICS

The Administrative Assistant performs the full range of office and administrative support duties. Employees at this level receive instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from the Assistant General Manager. Receives task direction in assisting management staff through the Assistant General Manager.

EXAMPLES OF ESSENTIAL DUTIES – *Duties may include, but are not limited to, the following:*

Coordinate day-to-day administrative support functions, including office organization and procedures, recordkeeping and files, meeting and event planning and coordination; maintain calendar of activities, meetings, and various events for management staff; assist with task prioritization.

Answer and route phone calls and assist walk-in visitors. Respond to sensitive requests for information. Pickup, process, and distribute incoming mail and packages; deliver bank deposits to local branch.

Process sewer permit applications and Board Room rental applications; collect fees.

Perform finance functions necessary to achieve financial internal controls including, but not limited to, collecting receipts (through mail and over the counter) and posting to monthly log; maintaining, distributing, monitoring and replenishing petty cash; reconciling bank accounts monthly.

Type and proofread a wide variety of reports, letters, and memoranda from a rough draft or verbal instruction; compile information to be used in special projects and reports.

Assist with organization and maintenance of administrative documents including but not limited to policies, procedures, rates, rules, regulations, forms, notices, webpage content.

File, print and organize records and documents. Scan maps and project documents; upload and index documents into Laserfiche, ensuring records are digitized and retrievable when needed.

Assist with record retention and destruction in compliance with applicable guidelines.

Assist with processing public records requests ensuring compliance with the California Public Records Act.

Print, assemble, and distribute meeting materials within meeting deadlines, including Governing Board and committee agenda packages and staff reports.

Maintain schedule for the use of agency facilities. Coordinate set-up and take-down of the boardroom for meetings and events. Monitor A/V system operations and assist with A/V system during agency meetings and events.

Assist with scheduling and coordination in support of employee events.

Build and maintain positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Advanced English usage, spelling, grammar and punctuation.

Alphabetic and numeric filing system management.

Business correspondence writing and report preparation.

Principles and procedures of record keeping.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Safe work practices.

Principles and practices of customer service.

Ability to:

Perform work with accuracy and attention to detail.

Operate and use modern office equipment including computers and applicable software including word processing and spreadsheets and financial systems to organize and analyze data.

Coordinate and prioritize multiple tasks effectively and efficiently.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Maintain confidentiality of information.

Establish and maintain effective working relationships with those contacted in the course of work.

On a continuous basis, sit at desk for long periods of time; intermittently twist and reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use keyboard to communicate through written means; run errands; and lift or carry weight of 25 pounds or less.

EDUCATION, EXPERIENCE AND TRAINING

Any combination of education, experience and training that would provide the required knowledge, skills and abilities necessary for an Administrative Assistant would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education:
Equivalent to completion of the twelfth grade.

Experience and Training:
One year of administrative or secretarial experience, or the performance of related work supplemented by specialized training.

LICENSE AND/OR CERTIFICATE:

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee will work near wastewater treatment facilities, work at elevations of 6,700+ feet, may be exposed to odors, fumes, and airborne particles in addition to outside weather conditions involving wind, rain, heat, and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate.

PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED

Big Bear Area Regional Wastewater Agency
P.O. Box 517, 121 Palomino Drive
Big Bear City, CA 92314-0517
Phone (909) 584-4018 ♦ Fax (909) 585-4340

PHYSICAL DESCRIPTION OF JOB DUTIES

JOB POSITION: **ADMINISTRATIVE ASSISTANT**

Hours Worked Daily: 7 Hours Worked Weekly: 35

1. Frequency of activity required of the employee to perform the job:

ACTIVITY (Hours per day)	NEVER 0 hours	OCCASIONALLY up to 3 hours	FREQUENTLY 3–6 hours	CONSTANTLY 6–8+ hours
Sitting			X	
Walking		X		
Standing		X		
Bending (neck)			X	
Bending (waist)		X		
Squatting		X		
Climbing	X			
Kneeling		X		
Crawling	X			
Twisting (neck)		X		
Twisting (waist)		X		
Hand Use:				
Is repetitive use of hand required?			X	
Simple Grasping (right hand)		X		
Simple Grasping (left hand)		X		
Power Grasping (right hand)		X		
Power Grasping (left hand)		X		
Fine Manipulation (right hand)			X	
Fine Manipulation (left hand)			X	
Pushing & Pulling (right hand)		X		
Pushing & Pulling (left hand)		X		
Reaching (above shoulder level)		X		
Reaching (below shoulder level)		X		

2. Daily lifting and carrying requirements of the job (Height object is lifted from floor, table, or overhead location and distance the object is carried.)

	LIFTING					CARRYING				
	Never 0 hours	Occasionally up to 3 hours	Frequently 3–6 hours	Constantly 6–8+ hours	Height	Never 0 hours	Occasionally up to 3 hours	Frequently 3–6 hours	Constantly 6–8+ hours	Distance
0–10 lbs.		X			4 ft		X			50 ft
11–25 lbs.		X			4 ft		X			20 ft
26–50 lbs.	X					X				
51–75 lbs.	X					X				
76–100 lbs.	X					X				
100+ lbs.	X					X				

Heaviest item required to carry independently and the distance to be carried: 25 lbs. for 20 feet .

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3. Other job requirements:

	YES	NO	(IF YES, BRIEF DESCRIPTION)
Driving cars, truck, forklifts and other equipment?	X		Occasionally drive car – errands & training
Working around equipment and machinery?	X		Standard office equipment
Walking on uneven ground?	X		Occasionally at treatment plant facilities
Exposure to excessive noise?	X		Occasionally at treatment plant facilities
Exposure to extremes in temperature, humidity or wetness?	X		Frequently during winter months.
Exposure to dust, gas, fumes or chemicals?	X		Occasionally at treatment plant facilities
Working at heights?		X	N/A
Operation of foot controls or repetitive foot movement?		X	N/A
Use of special visual or auditory protective equipment?		X	N/A
Working with bio-hazards such as: blood borne pathogens, sewage, hospital waste, etc.?		X	N/A

EMPLOYER COMMENTS, IF ANY:

This is an administrative position located in the administration building with occasional visits to the treatment plant facility.

EMPLOYER CONTACT NAME:	EMPLOYER CONTACT TITLE:
Sonja Kawa	Human Resources Coordinator
EMPLOYER REPRESENTATIVE SIGNATURE: *Sonja Kawa*	DATE: October 28, 2026