

MOAB IRRIGATION DISTRICT #20

OFFICE ASSISTANT JOB DESCRIPTION

Location: Newman Lake, WA

Reports to: District Manager

Type: Part-time, hourly

ABOUT US:

The purpose and responsibility of Moab Irrigation District #20 (MID) on behalf of the customers within District boundaries is encompassed by the District's Objectives:

- A. Moab Irrigation Dist. #20 (District). A Group A Public Water System will comply with all Federal and State drinking water regulatory requirements. The District will provide drinking and irrigation water in a reliable manner in a quantity suitable for intended use to District water users. The District will utilize good management practices and certified personnel and will deliver water in an efficient manner at the lowest possible cost to District water users,
- B. The District shall promote the wise and efficient use of all available water realizing that water is one of the most important commodities we have.
- C. The District must be continually alert to the technical advance and changes ,an operation and maintenance procedures and incorporate them whenever practical.
- D. The District shall maintain a sound, fiscal policy with reserves available for unforeseen emergencies.

Position Summary

Highly organized and detail-oriented individual for the position of **Part-Time Office Assistant**. This hourly paid position will provide essential administrative and clerical support to ensure the smooth operation of the District. The ideal candidate will be a proactive self-starter with excellent communication and computer skills.

Key Responsibilities

The duties of the Office Assistant will include, but are not limited to:

- **Clerical and Administrative Support:** Perform general office duties such as filing, scanning, photocopying, mail pick-up and processing and data entry.
- **Customer Service:** Greet visitors, answer and direct phone calls, and respond to general inquiries from district customers in a professional and courteous manner.
- **Billing and Payments:** Assist with the processing of irrigation bills, receiving and recording customer payments, and preparing bank deposits and Spokane County vouchers.
- **Record Keeping:** Maintain and update district records, customer files, and databases accurately and efficiently as directed.
- **Communication:** Draft, proofread, and format various documents, including correspondence,

meeting minutes, and reports.

- **Supply Management:** Monitor and maintain office supply inventory and place orders as needed.
- **Other Duties:** Perform other related administrative tasks and projects as assigned by the District Manager.

Reporting Structure

This position reports directly to the **District Manager**.

Required Qualifications

- **Experience:** Proven experience in an office or administrative setting.
- **Computer Skills:** Proficiency with Microsoft Office Suite (Word, Excel, Outlook) and a willingness to learn district-specific software. Experience with BIAS preferred.
- **Organizational Skills:** Excellent attention to detail, strong organizational abilities, and a high degree of accuracy.
- **Communication Skills:** Strong verbal and written communication skills.
- **Interpersonal Skills:** Ability to interact professionally and maintain effective working relationships with the public, customers, and district staff.
- **Work Ethic:** Demonstrated reliability, integrity, and ability to handle confidential information responsibly.

Compensation and Schedule

- **Status:** Part-time, Hourly
- **Hours:** Approximately 20- 30 hours per week
- **Schedule:** Monday - Friday, Flexible within core business hours (M-F, 7:00 AM - 3:00 PM), to be determined with the District Manager
- **Wage:** Competitive hourly wage, commensurate with experience
- **Benefits:** This position is part-time offering sick leave accrual and vacation accrual.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the duties of this job, the employee is regularly required to communicate with others via phone and in-person. The job involves working on computers, sitting for several hours, and looking at computer monitors. The employee must use hands to handle and operate a variety of office equipment. The employee is occasionally required to walk. Occasionally the employee must lift and/or move up to twenty-five pounds. The employee must have hearing and vision within normal limits. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Office equipment including a telephone, computer, printer, copier, fax machine, and scanner. Software skills needed to perform daily duties include Excel, Word, financial system, website, social media, and other software as needed.

WORK ENVIRONMENT:

The work environment is a typical irrigation district setting. The employee works within a shared office setting and may often be the only person in the facility. The noise level is usually moderate, but occasionally loud in the office due to a large volume of phone calls or patron visits or equipment running. The work environmental characteristics described are representative of those an employee of an irrigation district encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

PERFORMANCE REVIEW:

The District Manager will annually review the performance of the Office Assistant.

To apply: Submit your resume and cover letter to the Moab Irrigation District #20 office by mail to PO Box 81, Newman Lake, WA 99025 or by email to moabirr20@gmail.com.

APPROVALS:

APPROVED: _____ DATE: _____
Chair, Board of Directors

APPROVED: _____ DATE: _____
Vice Chair, Board of Directors

APPROVED: _____ DATE: _____
Secretary, Board of Directors

ACKNOWLEDGEMENT:

I acknowledge that I have received this copy of the Office Assistant Job Description. This job description will be used as the foundation of my annual review. An executed copy of the job description will be stored in the employee's HR file.

EMPLOYEE SIGNATURE _____ DATE: _____