



Conservation Technician I

SALARY: \$5,305.00 - \$6,448.00

The Monterey Peninsula Water Management District (MPWMD) is seeking qualified candidates for the position of Conservation Technician I; this recruitment will fill one (1) vacancy and create an eligible list. Regional Government Services and its staff is conducting this recruitment for the MPWMD. Incumbents of this position are directly involved in performing a wide variety of technical and office administrative support duties in support of the Water Demand Division.

Includes answering the telephone & providing information to the public and other agency employees on the functions, policies, and administrative procedures of the Water Demand Division, assisting other agencies & the public in understanding conservation & permit requirements; assisting in research, analysis, & reporting on water demand management & conservation programs; reviewing legal notices and documents, producing enforcement letters, receive, route & distribute incoming & outgoing mail; maintaining a variety of files and records; & performing other job related duties as required. Performs related work as required.

THE IDEAL CANDIDATE WILL:

- Have demonstrated initiative to work independently while understanding the necessity for communicating and coordinating work efforts with others.
- Have demonstrated excellent phone skills and the ability to handle calls in a fast-paced environment.
- Maintain the highest level of ethical behavior in all matters.
- Demonstrate adaptability, and the ability to work cooperatively with various departments and the public.
- Be able to multitask and work in a fast-paced environment.
- Have strong attention to detail.
- Has excellent customer service skills; and receives the public in person and over the phone using tact and diplomacy.
- Has demonstrated ability to exercise the judgment.
- Has strong communication skills both in oral and written form, and the ability to communicate complex ideas, and meet constantly changing priorities.
- Has expert skill in all Microsoft Word, Excel, and Outlook used in current office environments.
- Has demonstrated ability to establish and maintain effective work relationships contacted in the performance of their duties.

The Agency

Since 1978, The Monterey Peninsula Water Management District has worked diligently to augment the area's water supply, promote water conservation and the integrated use of reclaimed water and repair, improve and augment the environment along local stream side habitats. The Monterey Peninsula Water Management District's mission is to promote or provide for a long-term sustainable water supply, and to manage and protect water resources for the benefit of the community and the environment.

EXPERIENCE AND TRAINING - *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience: Two years of increasingly responsible general office work AND customer service experience.

Training: Equivalent to completion of twelfth grade supplemented by college level course work in public administration, business administration, public relations or a related field. Ability to become a notary public within six months of hire.

Knowledge of:

- Principles of accounting.
- Principles and procedures of record keeping.
- Basic mathematical principles.
- Business math.

- Techniques of word processing, database and spreadsheets.
- Modern office procedures, methods and computer equipment.
- Microsoft Office Suite applications such as Word, Excel, PowerPoint and Outlook.
- English usage, spelling, grammar and punctuation.
- Basic principles and practices of data collection and report preparation.
- Methods and techniques of proper phone etiquette.
- Customer service techniques.
- Principles and practices of public relations.

Ability to:

- Apply basic bookkeeping and/or routine statistical principles, practices and techniques.
- Perform arithmetic calculations quickly and accurately.
- Perform a variety of clerical accounting duties.
- Examine and verify receipts, invoices, and reimbursement documents.
- Collect and compile data to prepare simple reports; maintain accurate records and document actions taken; and proofread and/or edit for errors in input, grammar, punctuation and arithmetical computation.
- Learn techniques used in dealing with delinquent accounts.
- Maintain tactfulness and courtesy in high stress situations.
- Operate a computer and modern office equipment.
- Learn to understand and explain District policies and procedures.
- Type at a speed necessary for successful job performance.
- Respond to requests and inquiries from the general public.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

BENEFITS

Retirement: California Public Employees' Retirement System (CalPERS).

Medical, Dental, and Vision: MPWMD covers 95% for employee and qualified dependents.

Life and Long-Term Insurances: MPWMD covers 100% .

Short-Term Disability: MPWMD covers 50%.

Leaves: Ten (10) vacation days per year for first year of service with progressive increase up the 20 days/year after 8 years. Twelve (12) days of sick leave per year.

Holidays: Thirteen (13) paid holidays per year.

DEADLINE TO APPLY

The deadline to apply is Sunday, Aug 11, 2019, at 11:59 PM PST.

APPLICATION PROCESS AND SELECTION PROCEDURE:

Applications must be submitted on-line through the RGS applicant tracking system at http://bit.ly/ConsTech1_MPMWD.

Materials must be complete and clearly indicate the candidate meets the minimum qualifications. All statements made on the application, resume, and supplemental materials are subject to verification. False statements may be cause for immediate disqualification, removal from eligibility list or discharge from employment.

Each application, answers to supplemental questions, and associated documents will be reviewed to determine each candidates' ability to meet the positions minimum qualifications. A combination of supplemental questionnaire, phone screen interviews, and/or written exam may be used to rank applications.

Candidates who are most qualified will be invited to an Oral Examination tentatively scheduled for the week of August 12, 2019. The most qualified candidates may be invited for a hiring interview and may be required to complete a reference check and be given a comprehensive background investigation. All candidates successful in being hired as a result of this recruitment will be required to complete a 6-month probationary period following appointment. Additional inquiries about the position may be directed to Kris Harapan at kharapan@rgs.ca.gov.

Neither Regional Government Services nor the MPWMD are responsible for failure of internet forms or email in submitting your application. Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources by emailing kharapan@rgs.ca.gov.