

**RIVER PINES PUBLIC UTILITY DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Assistant Manager - Part Time  
**SALARY:** \$25/hr.  
**WORK SCHEDULE:** Wednesday/Thursday

**OVERVIEW:** The RPPUD is seeking qualified candidates to work with our General Manager to assist in providing excellent customer service to our community.

**EDUCATION/EXPERIENCE:** High school diploma and a minimum of five years office experience desired.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Candidates must possess a valid California Driver's License and acceptable driving record. Proof of automobile insurance will be required.

**SKILLS, ABILITIES and KNOWLEDGE:**

- Ability to work well with the public
- Knowledge of computer operations and standard software applications
- Ability to use standard office equipment
- Effective verbal and written communication skills
- Ability to count money and make bank deposits
- Effective practices of planning, organizing, coordinating, and reporting
- Strong multi-task and multi-focus abilities
- Commitment to increased training and knowledge for the benefit of the District operations
- Commitment to honest, transparent, customer-focused management
- High sense of ethics, integrity, and professional attitude

**PHYSICAL DEMANDS and WORKING CONDITIONS:**

- Sitting, standing, bending, and reaching as expected in office environment.
- Manual dexterity sufficient to operate computer and office equipment
- Hearing and speech to clearly communicate in person or by telephone
- Vision to read handwritten and printed materials and computer screen
- Work well under pressure and to meet deadlines

**RESPONSIBILITIES and DUTIES (Under the direct supervision of the General Manager):**

- Receive, direct and relay telephone messages
- Collect and record payments to the District during office hours
- Get mail and prepare outgoing mail
- Scan all mail to General Manager
- Obtain signatures on all checks
- Assist with the preparation of all board meetings
- Attend all monthly board meetings
- Operate office equipment
- Maintain appointments and PUD calendar
- Maintain proper filing systems
- Make bank deposits
- File Liens and complete any other district business at the county offices

- Maintain a cooperative working relationship with the General Manager, Board, external agencies and organizations, and the public
- Enforce policies and procedures of the District
- Oversee security of District facilities
- Investigate and report to the General Manager any complaint made to the District

**OPPORTUNITIES FOR ADVANCEMENT:** Assistant Manager candidates interested in being trained to transition to General Manager are encouraged to apply. The General manager is a full time, salaried position.