**Secretary**

**Sacramento Area Flood Control Agency (SAFCA)**

**Sacramento, California**

**Annual Salary:** $41,681 – $58,655 DOE/DOQ

**The Sacramento Area Flood Control Agency (SAFCA) is seeking a personable, professional, and technically skilled Secretary.** TheSecretary will assist SAFCA in running effectively as an organization – by undertaking a wide array of complex, responsible, and sensitive administrative duties. This role involves the frequent use of technology, and the successful candidate will be highly competent with computers, the use of modern office equipment, and modern programs such as Microsoft Suite. The Secretary is responsible for maintaining SAFCA’s Master Calendar, scheduling appointments and meetings, by utilizing programs such as Webex, and Microsoft Teams, in addition to ensuring that the schedules of managers are well-coordinated. The ideal candidate is a detailed and organized administrative professional. They will be a confident communicator and engaging relationship builder, who will also operate independently and take initiative in their role.

*Thrive in your career at our new offices, now located in the heart of downtown Sacramento – apply today!*

**View the full recruitment brochure here:** [**https://indd.adobe.com/view/8e29a6ab-3ff8-4bfd-8a52-7183ee92c935**](https://shared.outlook.inky.com/link?domain=indd.adobe.com&t=h.eJxVzkEOwiAQheGrNKwtCAMUXHkVGIbaWMFYtDHGu5t25_b9yZf3Yc_HzE4du7R2X05CTCUlHlKNxLHexGuiVThSPtgQe8jZ9Trm1LtgVD9IB0ReoQfDDh27blChVh9jbgBGGwWC5pnKeY14nwrupkUtkx0UgnLm6II1OksfgfwQIuko5KCO2impgTu9wbQ_DGWhsuB5CYj1Wdqbj_W15bTl__X7A73rQSk.MEYCIQCB2f3-U9O_vz8XL4HiMWX62MUquRJ5WZ4cRVBI8jjsGwIhALflU2FLhFAcun6J2tf-xOKNlVgzW7OKYkokNrN6s0W-)

**THE JOB / THE IDEAL CANDIDATE**

The Secretary will assist SAFCA in running effectively as an organization – by undertaking a wide array of complex, responsible, and sensitive secretarial and administrative duties. Reporting to the Administrative Officer, this position is an essential role that supports the organization’s executive and senior-level managers and is characterized by its need for discretion, professionalism, and the ability to manage multiple tasks efficiently. This role involves the frequent use of technology, and the successful candidate will be highly competent with computers, the use of modern office equipment, and modern programs such as Microsoft Suite. The Secretary is responsible for maintaining SAFCA’s Master Calendar, scheduling appointments and meetings, by utilizing programs such as Webex, and Microsoft Teams, in addition to ensuring that the schedules of managers are well-coordinated. This involves contacting participants, reserving conference rooms, and resolving scheduling conflicts.

The ideal candidate is a detailed and organized administrative professional. They will be responsible for composing various forms of correspondence, reports, and other documents. The ability to proofread and produce error-free documents is crucial, as is the capability to screen telephone calls and handle inquiries with judgment and initiative. Essential skills include proficiency in modern office methods, computer software applications, business letter writing, and report preparation. This position is ideal for an individual who can operate independently and take initiative, recognizing their role in SAFCA’s future success.

**MINIMUM QUALIFICATIONS**

*Any combination of experience, education or training that would provide the required knowledge and abilities listed below. Typical ways to obtain the knowledge and abilities would be:*

* **Skills:** Proof of ability to type from clear copy at the rate of 45 net words per minute.
* **Experience:** Two years of increasingly responsible secretarial/clerical experience.
* **Substitutions:** Education from a college or business school that is directly related to the Knowledge and Abilities of this class may be substituted on a month-for-month basis, for up to one year of the required two years’ experience. Coursework in business administration, public administration, English or related field may substitute for experience on the basis of 30 semester units for one year of experience.

**SALARY & BENEFITS**: An annual salary of $41,681 – $58,655 DOE/DOQ, plus a generous benefits package.

**HOW TO APPLY: *For first consideration, apply immediately at:*** <https://wbcpinc.com/job-board> .

**IMPORTANT NOTICE: This recruitment will remain open until filled and may close at any time without advance notice. Interested parties are encouraged to apply immediately. Interviews will be conducted on an ongoing basis as ideal candidates are identified.**

**Please contact your recruiter, Levi Kuhlman, with any questions:**

* Levi@wbcpinc.com
* 866-929-WBCP (9227) toll-free
* 541-664-0376 (direct)