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c a r e e r o p p o r t u n i t y

SECRETARY

SACRAMENTO AREA FLOOD CONTROL AGENCY (SAFCA)

SALARY: \$41,681–\$58,655 DOE/DOQ

THE SACRAMENTO AREA FLOOD CONTROL AGENCY (SAFCA) is seeking a **personable, professional, and technically skilled Secretary.** The Secretary 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!



the Community

SACRAMENTO, CALIFORNIA, is a metropolitan city where you will find cultural attractions to inspire you, cutting-edge cuisine to impress you, and history to enrich you. Located at the confluence of the Sacramento and American Rivers, Sacramento provides an abundance of rivers, trails, and parks for recreational activities such as hiking, biking, fishing, and much more. As the sixth-largest city in California and the state capital, it is a metropolitan hub known as the state's political center as well as an ideal location to work, live, and raise a family. Sacramento is centrally located, lending itself to a diverse population and a wide array of year-round activities.

the Organization

SAFCA WAS FORMED IN 1989 to address the Sacramento area's vulnerability to catastrophic flooding. This vulnerability was exposed during the record flood of 1986 when Folsom Dam exceeded its normal flood control storage capacity and several area levees nearly collapsed under the strain of the storm. In response, the City of Sacramento, County of Sacramento, County of Sutter, American River Flood Control District, and Reclamation District No. 1000 created SAFCA through a Joint Exercise of Powers Agreement to provide the Sacramento region with increased flood protection along the American and Sacramento Rivers.

Today, SAFCA sponsors a multi-billion-dollar portfolio of projects managed by an 18-member staff through an operating and capital budget ranging from \$80 to \$120 million annually. SAFCA engages an extensive array of consultants and federal, state, and local agencies to achieve its goals.

SAFCA MISSION STATEMENT

To reduce flood risk, thereby minimizing the impacts of floods on human safety, health, and welfare; and, consistent with these flood risk reduction goals, to preserve and enhance the environmental and aesthetic values that floodways and floodplains contribute to the quality of life in the Sacramento region.



the Job/ 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 a confident communicator, capable of 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.



The IDEAL CANDIDATE will demonstrate the following core competencies...

TECHNOLOGICAL SAVVY.

Demonstrates exceptional understanding of modern work programs including Microsoft Office Suite; is eager to master new technologies and use them effectively to serve the organization’s long-term goals.

LEARNING AGILITY. Demonstrates curiosity; is open to new opportunities for professional development and skill-building.

ACTIVE LISTENING. Gives full attention, takes diligent and detailed notes, and paraphrases to ensure understanding of matters of importance.

ORGANIZING & PLANNING. Prioritizes time effectively, sets project timelines, and forecasts future needs and action items; can manage short- and long-term projects concurrently.

RELATIONSHIP BUILDER. Easily communicates and exchanges vital information with others; values teamwork and cross-departmental collaboration in their work.



MINIMUM REQUIREMENTS

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:

RETIREMENT. California Public Employees Retirement System (2% @ 55 plan for qualified “classic employees.” New members to PERS participate in a formula of 2% @ 62).

403(B) TAX-DEFERRED RETIREMENT PLAN. SAFCA contributes 2%; no employee match required.

SECURE EMPLOYEE PARKING

PAID HOLIDAYS. 12–14 days per year.

PAID SICK LEAVE. 12 days per year.

PAID VACATION. 12.5 days per year, increasing to 25.5 days based on years of service.

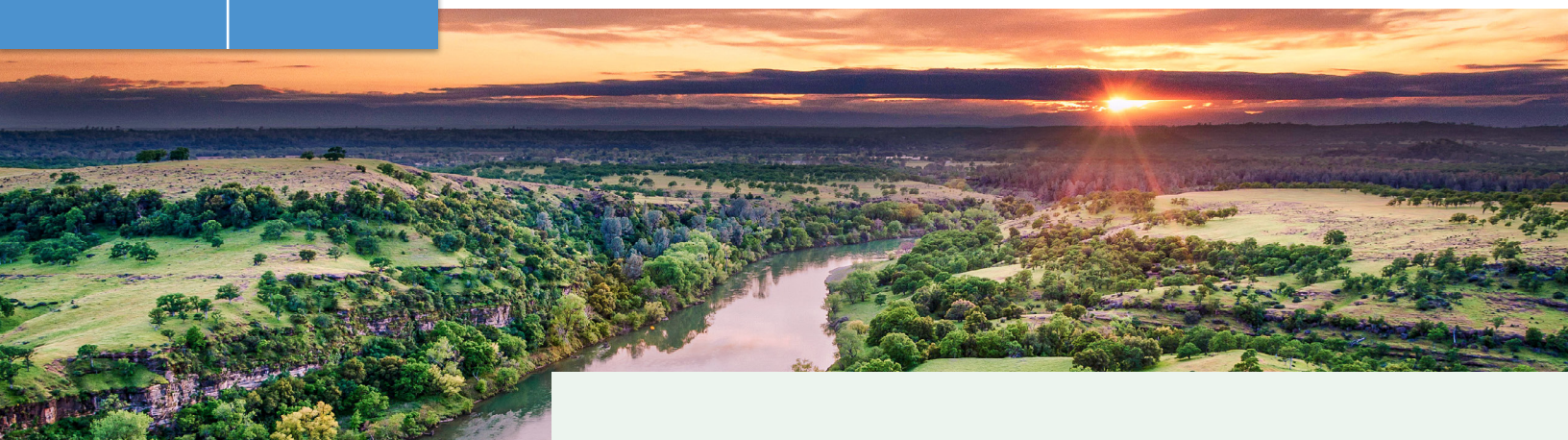
FLEXIBLE SPENDING PLAN

CONTRIBUTION TOWARD HEALTH & WELFARE BENEFITS. Medical, dental, vision, life, and disability insurance.

TECHNOLOGY ALLOWANCE. As authorized by the Executive Director.

EMPLOYEE ASSISTANCE PROGRAM

TUITION REIMBURSEMENT: Up to \$1,500 per calendar year



How to Apply

For first consideration
apply **IMMEDIATELY** at:

WBCP 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@wbcpsc.com

866.929.WBCP (9227) toll free
541.664.0376 direct

