

Nevada Irrigation District

1036 W. Main St. Grass Valley, CA 95945 (530) 273-6185

www.nidwater.com



Management Assistant – Engineering Department Internal / External Job Posting

Management Assistant Hourly Wage: \$24.84/hour - \$30.20/hour

*In addition to a competitive salary, Nevada Irrigation District offers an excellent benefits package.
See Benefits Bulletin at www.nidwater.com for more details. EOE*

APPLICATION PROCEDURE & DEADLINE:

A completed Nevada Irrigation District [Application](#) must be submitted to be considered for this position. Applications may be hand delivered, mailed or emailed to hr@nidwater.com. A resume and cover letter are strongly encouraged. Applications must be received by the Human Resources Department **no later than Tuesday, May 21, 2019 by 5:00 pm.**

JOB OVERVIEW:

To provide highly responsible administrative, technical and/or secretarial support to management and departmental staff; to coordinate, monitor, and report on various departmental activities of a routine and recurring nature; and to review and respond to routine administrative requests related to area of assignment.

GENERAL QUALIFICATIONS and SPECIAL REQUIREMENTS:

Experience: Five years of responsible administrative and/or technical experience.

Education: Equivalent to the completion of the twelfth grade preferably supplemented by course work in business, accounting or a related field.

License: Possession of, or ability to obtain, a valid California driver's license.
Some positions may require a Notary Public certificate.