



West County Wastewater invites your interest in the position of

RECORDS PROGRAM COORDINATOR



West County Wastewater (WCW) is looking for an experienced and enthusiastic Records Program Coordinator whose character reflects the values of WCW. The successful candidate will be experienced in records management, have a proven track record in maintaining Record Retention Schedules, have the ability to implement new procedures and have a professional attitude. The ideal candidate should also be a mindful leader who has a heart for the environment and brings a passion for chasing excellence. Learn more within.



Applications due July 29, 2022



About West County Wastewater

West County Wastewater is an award-winning wastewater treatment and resource recovery agency that collects and treats wastewater for reuse with a commitment to protecting public health, the community and the environment. WCW's administrative office and Water Quality & Resource Recovery Plant are located in beautiful Richmond, California where we serve west Contra Costa County.



District Statistics



104,000
Residents



34,000
Residences



900
Commercial &
Industrial Businesses

West County Wastewater is transforming its organization and shaping the future of the regional wastewater industry with a team that is dedicated to innovation, progress, collaboration, service and eco-friendly practices. Additionally, WCW is deeply committed to the community and inspired by the diversity of its employees and the integrity and commitment they bring to the community and to each other every day.

This year, WCW is celebrating its 100-year anniversary, and also celebrating its innovative

leadership style where the work culture has been reimagined. WCW is committed to maintaining a diverse, equitable and inclusive working environment where new ideas and approaches are encouraged and every person is valued.

To WCW, community and environmental stewardship is more than providing wastewater services – it is working together to encourage and employ healthy industry and environmental practices that will benefit the region, the communities and the ecosystem for years ahead.

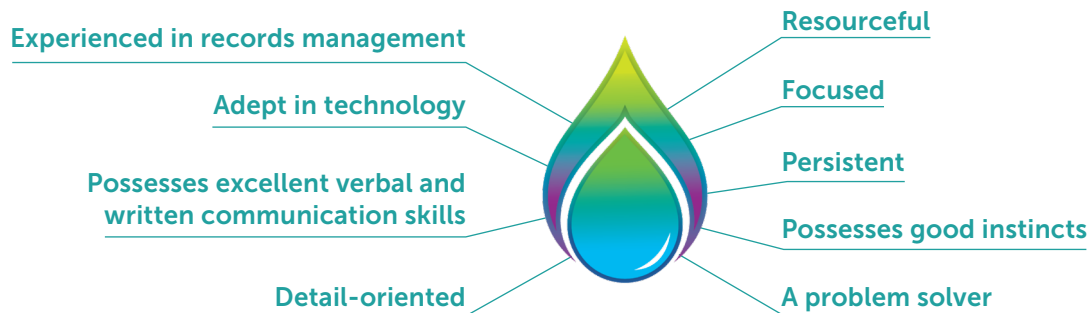
The Role

WCW is seeking a hard-working, creative thinker to fill the role of Records Program Coordinator. The successful candidate will be a level-headed, resourceful, team player with good instruction and problem-solving skills. The ideal candidate is a self-starter who is detail-oriented, and an excellent communicator who can function with integrity and discretion. WCW's Records Program Coordinator will be a strategic thinker who brings a high level of vision and innovation and thrive in a fast-paced, fluid, and dynamic operational environment.



The Ideal Candidate

We are looking for someone who is:



Over the past year, WCW has completed significant record retention projects with a goal of becoming a paper-free organization. In doing so, WCW is in the process of implementing an electronic document management system where paper documents are electronically filed.

Education: Any combination of course work and training, which would provide an opportunity to acquire the knowledge and abilities listed. Typically, two years of academic course work in public administration, business administration, management, statistical and mathematical research and analysis, accounting, economics, English composition, including general education in business composition, political science, psychology, human and organizational behavior, or closely related courses would provide such skills.

Experience: Work experience, which would provide an opportunity to acquire the knowledge and abilities listed. Typically, three years experience related to general administration, accounting for budgetary analysis, research and statistics, the development of forecasting and trending models, and administration including the preparation of written reports and recommendations, and some leadership experience would provide such skills.

License: Possession of a valid California Class C driver's license and insurability under the District's driving program must always be maintained.



Compensation & Benefits

The annual salary for the Records Program Coordinator (Associate Management Analyst) is \$94,874- \$117,156. Placement within this range is dependent on experience and qualifications.

West County Wastewater offers a generous variety of benefits for its employees.

- The District participates in the CalPERS retirement system. "Classic" participants will be enrolled in the 3% @ 60 plan. New participants will be enrolled in the 2% @ 62 plan. Employees must pay the full employee share based on the plan in which they are enrolled.
- The District pays up to 100% of the monthly premium for the Kaiser Bay Area plan for the employee's selected coverage level toward health premiums, up to 90% of the monthly premiums for full family dental insurance and 100% of premiums for full family vision insurance.
- The District observes 12 holidays a year.
- The starting accrual for vacation is 120 hours (3 work weeks) each year for the first 5 years with a maximum accrual cap of 400 hours. Employees also accrue 40 hours of additional vacation leave at the beginning of each calendar year.
- Employees accrue 12 days of sick leave each year with a maximum accrual of 1,000 hours or 125 days.
- The District participates in the California SDI program for short-term disability.
- The District provides life insurance in an amount equal to 1.5x annual salary up to a maximum of \$150,000 in coverage.
- The District provides a \$2,000 allowance that may be used as reimbursement for expenditures related to continuing education, safety apparel or eyewear, professional growth, and wellness.

HOW TO APPLY

Applicants interested in the Records Program Coordinator position must apply at [GovernmentJobs.com/Careers/WCWD](https://www.governmentjobs.com/careers/wcwg) by **July 29, 2022**.

The recruitment requires a cover letter and resume with the application. Each candidate's background will be evaluated based on information submitted at the time of application.

Qualified candidates will be invited to participate in the next phase of the selection process, which will consist of any or all of the following: oral interview, performance and/or written exercise. Contact hr@wcwd.org with any questions about this opportunity. WCW is an equal opportunity employer.