



WATER IS OUR FUTURE



MAMMOTH COMMUNITY WATER DISTRICT
IS SEEKING AN

Executive Assistant



EXECUTIVE ASSISTANT

Mammoth Community Water District

FILING DEADLINE:
Monday, 10/12/2026
(Recruitment 26-013)

THE ORGANIZATION

The Mammoth Community Water District is committed to carefully and effectively managing and maintaining our local water resources. The District provides water and wastewater services to meet the health and safety needs of the community. All work is conducted in a safe, financially sound, and high-quality manner. We are committed to our customers and the environment in which we live.

THE COMMUNITY OF MAMMOTH LAKES

Mammoth Lakes is a dynamic mountain community in Mono County, California, located within the Inyo National Forest in the Eastern Sierra Nevada. With a year-round population of approximately 7,200 (expanding to as many as 35,000 visitors during peak tourism periods) it offers the energy of a world-class destination with the quality of life of a small town.

Home to Mammoth Mountain and a ski season that typically runs from mid-November through May, the area is renowned for skiing, snowboarding, cross-country skiing, snowmobiling, and dog sledding. Summer brings exceptional opportunities for hiking, fishing, climbing, camping, mountain biking, horseback riding, golf, and more.

Mammoth Lakes is also a gateway to Yosemite National Park, Devils Postpile National Monument, Death Valley National Park, and the John Muir and Ansel Adams Wilderness areas. Residents enjoy a strong family-life environment, local housing, K-12 schools, community college access, healthcare services, an airport, and a vibrant calendar of festivals, artisan markets, cultural celebrations, and community events.

POSITION DESCRIPTION

The Executive Assistant performs a wide variety of complex and confidential administrative and secretarial duties in providing executive assistance and support to the General Manager and the General Manager's Office. The Executive Assistant supports the District Management Team, supports the formulation of strategic plans, goals, and objectives process, and assists the General Manager in performing their role of Secretary to the Board of Directors.

The General Manager's Office is the chief administrative office of the District. It administers and enforces the provisions of the District Code, ordinances, rules, regulations, policies and procedures, and applicable local, state and federal statutes and regulations. The Office coordinates and directs the activities of all District departments, presents recommendations to the Board of Directors, and is accountable to the Board for the administration and operation of the District.

The Executive Assistant will exercise a high level of discretion and independence in judgement. As a liaison for the General Manager, the Executive Assistant has extensive contact with elected officials, civic officials, employees, and the public. May perform Notary Public duties as necessary. This is a Confidential classification which means that an incumbent is privy to decisions of District management affecting employer-employee relations.

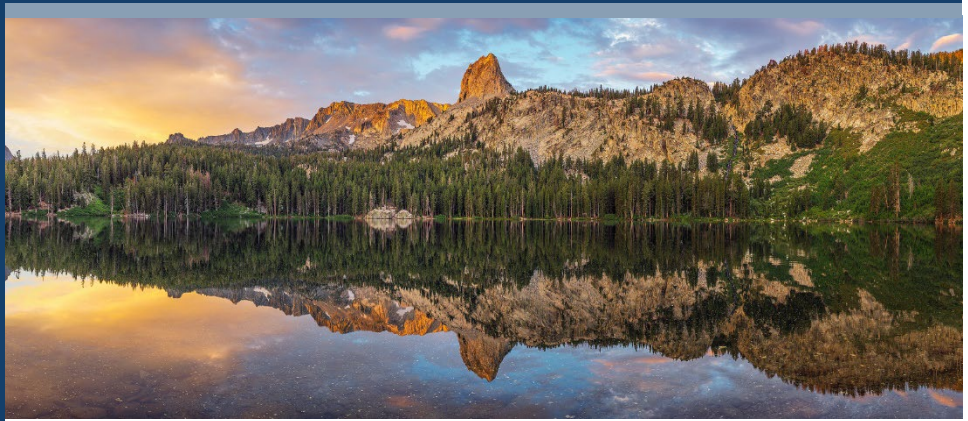
THE COMPENSATION

Executive Assistant salary range is \$52.59 – \$63.11 hourly. Certification Premium Pay of \$1.25 per hour is available upon becoming a Commissioned Notary Public.

BENEFITS PACKAGE

The District provides an outstanding benefits package including but not limited to:

- ◆ **Health & Welfare** – Three Anthem-Blue Cross medical benefit plans offered through ACWA/JPIA. Regardless of plan selected, the District contribution level for an employee and the employee's eligible family members is set at 100% of the Advantage PPO rate level. The District contributes 100% of the premium for employee and family for Delta Dental and VSP Vision.
- ◆ **Retirement/Pension** – 20% of annual gross contributed by District to self-directed investment funds 401(a) plan, with a five-year vesting period.
- ◆ **Deferred Compensation** – The District matches 50% (maximum 2% of annual salary) of employee contribution to a Deferred Compensation 457(b) plan.
- ◆ **Life Insurance** – The District contributes 100% of the premium for employee (2x annual wage, max. \$200,000, 2-month waiting period), spouse, and dependents (\$1,500/\$1,000).
- ◆ **Long- and Short-Term Disability** – District contributes 100% of the premium for employees (180-day waiting period for long term and 60-day waiting period for short term).
- ◆ **Holidays** – Nine holidays, plus 24 hours personal holiday per year.
- ◆ **Administrative Leave** – This position receives up to 80 hours/year of Administrative Leave.
- ◆ **Vacation Leave** – 0-2 years/10 days per year, 3-4 years/15 days per year, 5-8 years/17 days per year, 9-14 years/19 days per year, 15+ years/20 days per year, 320-hour cap with one cash out option annually.
- ◆ **Sick Leave** – 8 hours per month, 500-hour cap with cash out option.
- ◆ **Several District-owned condos available for rent by District employees.**
- ◆ **Employee Home Purchase Assistance Program for District Employees.**



THE IDEAL CANDIDATE

The ideal candidate is a public-sector professional with a strong understanding of public administration, organizational operations, and the policies, rules, and regulations that guide local government or special district services. They are an organized, analytical, and strategic leader who can effectively plan, direct, evaluate, and supervise staff while managing competing priorities in a dynamic environment.

This individual communicates clearly and professionally in both writing and conversation, with a strong understanding of English grammar, spelling, and punctuation. They are proficient with modern office technology and can effectively support efficient operations.

The successful candidate builds productive, respectful relationships across all levels of the organization, including staff, executive leadership, the Board of Directors, elected officials, partner agencies, and the public. They exercise exceptional discretion when handling confidential or sensitive matters and are known for their maturity, integrity, accountability, loyalty, sound judgment, and commitment to public service.

At a minimum, the selected candidate should have the following education and experience:

- **Experience:** Three years of experience performing administrative and analytical assignments in, but not limited to, program development and operations, personnel, public and media relations, and/or general business administration (equivalent to that gained as an Administrative Analyst with the District) is required. Two years of supervisory experience preferred. Designation as a Commissioned Notary Public is desirable.

AND/OR

- **Education:** Thirty semester units from an accredited college or university that is acceptable within the United States' accredited college or university system with course work in public administration, social/political science, business administration, accounting, physical science, mathematics, communication, or a closely related field. Possession of a bachelor's degree from a United States' accredited college or university system in any of the above mentioned fields preferred.
- **Driver License:** Possession and continued maintenance of a valid California Class C Driver License or equivalent. Proof of a driving record free of multiple or serious traffic violations or accidents for two consecutive years.

THE SELECTION PROCESS

Depending upon the number of applicants meeting the filing requirements and minimum qualifications, applicants will be scheduled for one or more of the following processes listed below:

- ◆ Application Review (Upon receipt, applications are screened according to the minimum qualifications/standards outlined previously, with the most qualified applicants being recommended to the General Manager's Office.)
- ◆ Performance Examination* (Weighted 100%, a job related performance examination.)
- ◆ Oral Examination Conducted in Person* (Weighted 100%, candidates are asked structured questions and must respond orally to allow the interview panel to evaluate the specific qualifications of each applicant.)



Applicants must achieve a passing score on the examinations to qualify for consideration. In addition, the District will verify a candidate's employment history, education, certification, licenses, training, and other information contained in the Employment Application, including any other materials submitted by an applicant with their application packet. An offer of employment will be conditioned upon legal ability to work in the United States, passing an occupational medical examination, and verification of a candidate's employment information as noted directly above.

HOW TO APPLY AND REQUIRED APPLICATION MATERIALS

- ◆ Mammoth Community Water District Employment Application must be complete and current. The District's Employment Application is available at <http://www.mcwd.dst.ca.us/employment>.
- ◆ The application, supplemental application, resume, and other applicable application materials are to be submitted by email only to applications@mcwd.dst.ca.us. Applications via U.S. Mail, in person to the District, or fax will not be accepted. Resumes are not accepted in lieu of an application, although candidates are encouraged to attach resumes containing additional qualifying information if applicable.
- ◆ Date Opened: Monday, 09/28/2026
- ◆ APPLICATION DEADLINE: Open Until Filled | First Review Monday, 10/12/2026.

Immediate and future vacancies may be filled from this eligible list for a period of up to six months from the date of certification.

Mammoth Community Water District

Personnel Services Department
Post Office Box 597

1315 Meridian Boulevard, Mammoth Lakes CA 93546-0597
For application information, call (760) 934-2596, extension 226
Website <http://www.mcwd.dst.ca.us/employment>

*Should you feel you need special accommodations for this examination due to a qualifying disability, please contact Personnel Services Department at (760) 934-2596, ext. 226, at least five days prior to your examination.