



Providing safe, reliable, affordable, and sustainable utility service to our customers.

1230 Ruddell Road SE
Lacey, WA 98503

Main (360) 357-8783 ♦ Toll-Free (866) 357-8783
Fax (360) 357-1172 ♦ HR@thurstonpud.org

Position Title: Administrative Assistant I
Job Type: Full-Time, Permanent, FLSA Non-Exempt, Overtime Eligible
Department: Planning and Compliance
Location: Thurston PUD Field Operations – Olympia, WA
Reports to: Director of Planning and Compliance
Pay Range: \$4,696.55 - \$6,000.00 per month (\$27.10 - \$34.62 per hour) DOQ

Definition

The Administrative Assistant will provide administrative support and assistance for the District's Planning and Compliance and Field Operations department. The Administrative Assistant I will assist in regulatory compliance matters, sampling, databases, and file development and management. The Administrative Assistant I will also coordinate office clerical duties, type and process records, reports, memos, and correspondence, and process budget documents and other financial data.

Essential Duties (*Duties may include but are not limited to:*)

- Provide administrative assistance and support to the Planning & Compliance and Field Operations departments.
- Maintain critical databases to include reviewing, editing, compiling, and preparing various critical data and monthly reports.
- Data entry and reports in the Vehicle Fleet Management Program.
- Scan and email completed service orders.
- Purchase office supplies, field supplies, and equipment.
- Dispatch automated phone calls to customers.
- Manage vehicle keys including duplicating and labeling.
- Filing, file organization, and maintaining file folders.
- Assist with map organization (map room).
- Research and track water connection summary data.
- Responsible for coordinating field staff clothing purchases.
- Manage PUD cell phones.
- Create, compose, and email or mail correspondence and printed materials.
- Update shared PUD calendar which includes on-call schedule, time off requests, and various other tasks.
- Able to manage multiple priorities for different managers at a high level of efficiency and effectiveness.
- Provide support in the creation and implementation of a water conservation program.
- Assisting the Customer Service Team, including answering phones, file maintenance, and electronic file clean-up.

- Mailing letters and sending correspondence through electronic means.
- Purchase equipment and supplies as needed to support the Field Operations Team.
- Must be highly organized and able to perform duties with a high level of accuracy, thoroughness, and completeness.
- Proficient computer skills with thorough knowledge of spreadsheet and word processing programs and networking systems. Skill using database systems to maintain records and generate reports.
- Must possess the ability to communicate technical information clearly and concisely to a wide range of internal and external customers (including management staff and employees, elected officials, customers, consultants, vendors, and regulatory and/or municipal oversight representatives).
- Must interact professionally and courteously with a wide range of internal and external customers (including management staff and employees, elected officials, customers, consultants, vendors, and regulatory and/or municipal oversight representatives).
- Must possess excellent communication skills, both written and verbal.
- Must be able to work under pressure, handle multiple tasks, and meet deadlines.
- Other duties as required.

Knowledge, Skills, and Abilities

- Must possess understanding and working knowledge of Group A Public Water Systems, WAC 246-290, and Group B local regulations, or the ability to learn this information within six months.
- Must be proficient in Microsoft Suite programs, including Word, Excel, PowerPoint, SharePoint, and able to learn and become proficient in Access within 6 months.
- Must be team-oriented but able to work independently.
- Must be able to communicate effectively with a wide range of internal and external customers (including management staff and employees, elected officials, customers, consultants, vendors, and regulatory and/or municipal oversight representatives).
- Must possess effective conflict management skills.
- Must possess excellent interpersonal skills.
- Weekend and evening work and the ability to assist during emergency and disaster conditions may be required.
- Must have the ability to comply with all PUD policies and procedures and maintain confidential information.
- Must maintain a safe driving record.
- Must be safety-conscious and committed to safe work practices.
- Work in accordance with District and generally accepted industry safety practices.

Minimum Qualifications

- High school diploma or GED or ability to acquire one.
- Valid Washington State Driver's License with a driving record acceptable to the PUD's insurance carrier.
- One (1) to two (2) years of progressively responsible experience in office, clerical, secretarial, or general administrative work.

Preferred Qualifications

- Education or experience equivalent to a course work at an associate degree level in business, public administration, or closely related field preferred.
- First aid/AED/CPR certification.
- Notary public license.
- Prior experience in construction, plumbing, or water utility service industry.
- First Aid/CPR/AED certification.

Physical Requirements

- Position requires the ability to sit or stand for extended periods of time.
- Position requires the ability to lift and/or move objects up to 50 pounds in weight.
- The employee frequently is required to use hands to grasp, manipulate, handle, or feel objects, tools, or controls and reach with hands and arms. This includes using a telephone and/or a keyboard to communicate through written means.
- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, the ability to adjust focus, and the ability to distinguish between shades of color.

Working Conditions

Work is primarily performed in a busy office setting, oriented to public services and subject to constant work interruptions. The noise level in the work environment is usually low to moderate.

Level of Authority

Work is performed under the general direction of the Director of Planning and Compliance. The Administrative Assistant I is expected to perform most assignments independently.

Apply

To apply, send your resume and a cover letter that highlights your qualifications to Thurston PUD using one of the methods below.

Email: HR@thurstonpud.org
Fax: (360) 357-1172
Mail or In Person: Thurston PUD
Attn: Human Resources
1230 Ruddell Rd SE
Lacey, WA 98503

Resumes will be accepted until the position is filled. For questions regarding this recruitment, please contact our Human Resources Team at HR@thurstonpud.org or call us at (360) 357-8783.

During the recruitment process, background checks (e.g., criminal history records, employment reference checks, driving record checks, etc.) will be conducted on the top candidates. The PUD is an Equal Opportunity Employer and maintains policies for a drug-free and smoke-free work environment.

About Thurston PUD

Established in 1938, Thurston PUD is a special-purpose municipal agency located in Lacey, WA. The PUD currently owns and operates 276 water systems, serving a population of approximately 25,000 people, including families, businesses, schools, and parks. Thurston PUD provides water planning and utility

services to the citizens of Thurston County and operates water systems in Pierce, Lewis, King, Grays Harbor, and Kitsap counties. The PUD is governed by three Commissioners who are elected by the voters of Thurston County to serve for six years.

The PUD offers a competitive and comprehensive benefits package for full-time, permanent positions that includes:

- Group healthcare coverage (medical, dental, vision) with low employee premiums,
- Group term life insurance, long-term disability coverage, and accidental death and dismemberment coverage at no cost to PUD employees,
- Participation in the State of Washington retirement plan,
- Voluntary participation in the State of Washington Deferred Compensation Program,
- Ten paid holidays and two personal holidays each year, in addition to sick and vacation leave benefits,
- PUD-paid training and certifications, and
- Clothing allowance for administrative staff. For Field Operations staff, the PUD provides safety clothing, work boots, and other equipment.