

OLIVEHURST PUBLIC UTILITY DISTRICT

Our mission is to provide high quality services to enhance our community's quality of life.



BOARD OF DIRECTORS

Dennise Burbank James Carpenter John Floe MaryJane Griego Christopher White

GENERAL MANAGER

John Tillotson

DISTRICT CLERK/EXECUTIVE ASSISTANT

Starting Pay: \$25.54/hr. Plus benefits. Duties to include: This is a confidential position reporting directly to the General Manager and, in the capacity of Clerk, to the Board of Directors as an Officer of the District; directs the enforcement of the rules and regulations in accordance with the Ordinances, Resolutions and policies of the Board; performs varied responsible and confidential administrative duties and coordinates with District legal counsel. Provides general administrative support for the General Manager and the Board of Directors, including preparation of meeting agendas and maintenance of District records including meeting minutes. Minimum Requirements: Equivalent to completion of high school and Associate's Degree with major course work in business/public administration and four (4) years of responsible office administration experience. Additional requirements, job description and application form available on our website, www.opud.org. Applicants are **REQUIRED** to complete an OPUD application. Applicants will only be considered for employment if the application is signed and completed in its entirety. Send completed application and resume to above mentioned address or email to humanresources@opud.org or fax to (530) 743-3023 attention – Human Resources. Closing date is Friday, May 15, 2020 @ 4:00 p.m.