

Ross Valley Sanitary District is hiring!



Administrative Coordinator Full-Time, One-Year Limited Term SALARY RANGE: \$37.67/hr - \$48.08/hr

Benefits Package and 9/80 schedule

Important Dates:

Recruitment opens on **Friday, February 20, 2026**

Recruitment closes on **Sunday, March 22, 2026**

Virtual interviews on **Thursday, March 26, 2026**

Candidates Must Complete an Online Application.

Link to Apply: <https://www.calopps.org/ross-valley-sanitary-district/job-20600241>

Typical Duties Include:

- Provide customer service by telephone, email, and/or counter service; attend to District customers or refer them to other District staff.
- Edit a wide variety of correspondence, reports and other District documents, including publishing updates to the District website.
- Organize and maintain accurate filing systems using best business practice record keeping procedures (electronic and paper copies).
- Assist all departments performing routine tasks and projects
- Research and assemble routine information, verify that information or data is complete, accurate, and consistent
- Print, copy and collate documents; open, sort and distribute mail and other deliveries.
- Inventory and stock office supplies.

Ideal Candidate:

The ideal candidate will demonstrate initiative, independent judgment, and tact when dealing with the public and District staff. In addition, the ideal candidate will possess the following:

- Effective use of the English language, vocabulary, spelling, grammar, and punctuation
- Knowledge of the practices and methodologies for administrative support, research, prioritization, and records management
- Use of standard office equipment, computer hardware and software.
- Principles and practices of customer service and problem resolution techniques.