



## WOODINVILLE WATER DISTRICT

17238 NE Woodinville-Duvall Road  
PO Box 1390  
Woodinville, Washington 98072-1390  
(425) 487-4100  
FAX (425) 485-6381

### POSITION ANNOUNCEMENT – District Clerk

OPENING DATE: December 9, 2024

CLOSING: First Review January 6, 2025 (Open Until Filled)

POSITION: District Clerk

EMPLOYMENT TYPE: Full time, Non-Exempt.

SALARY RANGE: \$94,585.44 to \$126,753.53 Annual Salary (DOQ) (2025 Wages)

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Woodinville Water District has a vacancy for a District Clerk. This position reports to the Assistant General Manager. This position performs a variety of complex administrative and technical duties in the support of the General Administration Department. Responsibilities include maintenance of official District records, District codes, District Resolutions and serves as the District's Public Records Officer. This position attends and prepares minutes for board meetings, special meetings, and board retreats.

#### EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

Preferred qualifications: Bachelor's degree in business administration, Public Administration, or related field.

Five years of work experience working in a Public Agency.

Certified Public Records Officer.

#### DISTRICT BENEFITS:

The District offers a full benefits package with full family coverage for medical, dental, and vision. The District offers many other benefits including.

- 12 days of vacation per year. Accrual rate is 3.6924 hours per pay period for the first year of employment.
- 12 days of sick leave per year. Accrual rate is 3.6924 hours per pay period.
- 13 paid holidays per year, including 2 floating holidays (employees' choice).
- Washington State Department of Retirement Systems (DRS), which offers a guaranteed monthly benefit once vesting criteria has been met.
- Employees may contribute to a 457 Deferred Compensation Plan, that the District will match contributions up to 2% of base pay.

- Other benefits offered: HRA VEBA, Flexible Spending Account (FSA), Training and Tuition Assistance, Short-Term and Long-Term Disability Insurance, Aflac and Colonial Life, Employee Assistance Program.

#### WORK ENVIRONMENT:

Work is performed primarily in an office environment.

This position typically requires reaching, standing, sitting, lifting, walking, pushing, pulling, carrying, grasping, finger dexterity, hearing, seeing, talking and repetitive motions.

Light Work: Frequently lifting, carrying, pushing, or pulling up to 20 pounds.

#### EQUITY STATEMENT:

Woodinville Water District strives to be a diverse workforce that is representative of the community we serve. We value a variety of perspectives and life experiences and encourage people of all backgrounds to apply. Applicants are considered for employment without regard to race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age disability, veteran status, genetic information, or any other protected status under federal, state, and local laws. We believe diversity and inclusion among our teammates is critical to the success of our District operations.

#### HIRING PROCESS:

Upon completion of initial review, selected applicants will be contacted for additional information and possible interview. Prior to employment, a criminal history background check and reference checks will be conducted.

#### TO APPLY:

Applicants should apply for the classification they feel is most relevant to their skills and experience. Candidates should indicate which position they wish to be considered for in their cover letter. Submit a completed District Application Form or email resume to [jobs@woodinvillewater.com](mailto:jobs@woodinvillewater.com). Application Forms are available on our website at [www.woodinvillewater.com](http://www.woodinvillewater.com). Applicants who are invited to participate in the interview process will be notified by phone.

**If you need an accommodation in the recruitment process or an alternate format of this announcement, please enquire directly with the [stachibana@woodinvillewater.com](mailto:stachibana@woodinvillewater.com).**

**THE WOODINVILLE WATER DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER  
AND MAINTAINS POLICIES FOR A DRUG-FREE AND SMOKE-FREE WORK ENVIRONMENT.**