

****Lubbock County WCID#1 District Secretary****

****Job Overview: ****

We are seeking a highly organized and efficient individual to join our team as a District Secretary. The District Secretary will be responsible for providing administrative support to the district office, including handling correspondence, scheduling meetings, maintaining records, and assisting with various projects as needed. The ideal candidate will have excellent communication skills, strong attention to detail, and the ability to multitask effectively in a fast-paced environment.

****Key Responsibilities: ****

1. Manage incoming and outgoing correspondence, including emails, phone calls, and mail.
2. Schedule and coordinate meetings, appointments, and events for the District General Manager.
3. Prepare agendas, take minutes, and distribute meeting materials for district meetings.
4. Maintain accurate records and files, both electronic and physical, including personnel records, budgets, and district policies.
5. Assist with the preparation and distribution of district publications, reports, and presentations.
6. Handle inquiries and provide information to district staff, community members, and guests.
7. Collaborate with other district staff members to support the efficient operation of the district office.
8. Perform general office tasks, such as filing, photocopying, scanning, and ordering office supplies.
9. Assist with special projects and initiatives as assigned by the General Manager.
10. Oversees and manages the district's webpage (update agenda, minutes, price changes)
11. Assists customers and residents with purchases or issues regarding their RFID and season passes
12. Assists Finance Director with payroll, water billing process, and other delegated duties.
13. Assists with certain construction permits such as necessary required documents and fees before being submitted to the General Manager.
14. Assist new residents with opening their water bill online accounts, RFIDs, and their "welcome packets.
15. Maintains residential utility accounts, including metered and non-metered services, delinquent accounts, incoming and outgoing residents, and meter lock-ups.
16. Processes bank and credit card drafts for residents.
17. Produces vouchers (Purchase orders) to pay for department expenses.
18. Reviews and proofreads correspondence, memos, and reports to ensure accuracy.
19. Maintain lot lease register including changes for new residents, Air BnB, Sub Leases, deferred lot lease payments, and annual lot leases.
20. Maintain a notary license and other assigned duties.

****Qualifications: ****

1. High school diploma or equivalent; associate's or bachelor's degree preferred.
2. Proven experience in administrative support roles, preferably in a school district or similar environment.
3. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
4. Excellent organizational skills with the ability to prioritize tasks and manage time effectively.
5. Strong written and verbal communication skills, including professional phone etiquette.
6. Attention to detail and accuracy in data entry, record-keeping, and document preparation.
7. Ability to maintain confidentiality and handle sensitive information with discretion.
8. Flexibility and adaptability to changing priorities and deadlines.
9. Experience working collaboratively in a team environment.
10. Knowledge of education policies, procedures, and regulations is a plus.

****Preferred Attributes: ****

1. Customer service-oriented mindset with a friendly and approachable demeanor.
2. Ability to work independently with minimal supervision.
3. Strong problem-solving skills and resourcefulness in finding solutions.
4. Willingness to learn and adapt to new technologies and processes.
5. Commitment to professional growth and development.

****Note: **** The above job description is not exhaustive and may be subject to change or modification as needed to meet the evolving needs of the district.