

Santa Ana Watershed Project Authority Employment Announcement



Administrative Services Manager [\$149,936.30 - \$182,248.51 annually]

Santa Ana Watershed Project Authority (SAWPA), Riverside, CA – SAWPA is accepting applications to fill the position of Administrative Services Manager. Placement of the successful candidate will depend on the individual's qualifications and experience. For information on SAWPA's employment process, visit: <http://www.sawpa.org/employment-opportunities/>.

Review and Interview

Applications will be competitively screened based on minimum qualifications of the position. Based on a review of the application materials, the most qualified candidates will be invited to participate in oral interviews. The interview process will be performed in accordance with any provisions set forth by the State and Riverside County addressing COVID-19 requirements.

Selection Process

Any candidate selected for hire will be required to successfully complete a pre-employment process, which may consist of a comprehensive background investigation and a verification of the legal right to work in the United States. After appointment, employees must satisfactorily complete a probationary period of 6 months to be eligible for regular status. In accordance with the Immigration Reform and Control Act of 1986, all new employees must produce proof of eligibility to work in the United States within the first three (3) days of employment.

Application Procedure

APPLY IMMEDIATELY: This position is at-will and may close at any time without notice. Interested applicants must submit a completed SAWPA employment application, cover letter and resume to: SAWPA, Attn: Human Resources, 11615 Sterling Avenue, Riverside, CA 92503, or at jobs@sawpa.org no later than Friday, October 1, 2021, at 5:00 PM PST. Application may not be submitted in person. Electronic submissions are highly encouraged; the email subject line should read: Administrative Services Manager.

A cover letter, resume, and completed and signed SAWPA employment application must be submitted in order to receive consideration; if you submit multiple applications, ONLY your most recent application and attachments will be considered. SAWPA reserves the right to reject all applications. All communications regarding the selection process will be via email. Do not call SAWPA regarding this recruitment. Applicants are encouraged to check their e-mails for correspondence associated with this recruitment. Please confirm that the email provided on the application is current; it is your responsibility to update your personal information. Update your Spam, Junk, Bulk, and Firewall settings as needed to ensure that you receive all information pertaining to this recruitment. For information on SAWPA's employment process, visit: <http://www.sawpa.org/employment-opportunities/>.

EOE/M/F/D/V/SO

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.