



WEST COUNTY  
WASTEWATER

## RECORDS PROGRAM COORDINATOR

West County Wastewater

Richmond, California

Salary: \$94,874 - \$117,156 annually

West County Wastewater offers a generous variety of benefits for its employees.

West County Wastewater (WCW) is looking for an experienced and enthusiastic Records Program Coordinator whose character reflects the values of WCW. The successful candidate will be experienced in records management, have a proven track record in maintaining Record Retention Schedules, have the ability to implement new procedures and have a professional attitude. The ideal candidate should also be a mindful leader who has a heart for the environment and brings a passion for chasing excellence. Learn more within the recruitment brochure.

The ideal candidate is experienced in records management, adept in technology, possesses excellent verbal and written communication skills, detail oriented, resourceful, focused, persistent, possesses good instincts and is a problem solver. Typically, two years of academic course work in public administration, business administration, management, statistical and mathematical research and analysis, accounting, economics, English composition, including general education in business composition, political science, psychology, human and organizational behavior, or closely related courses would provide such skills.

Work experience, which would provide an opportunity to acquire the knowledge and abilities listed. Typically, three years experience related to general administration, accounting for budgetary analysis, research and statistics, the development of forecasting and trending models, and administration including the preparation of written reports and recommendations, and some leadership experience would provide such skills.

Applicants interested in the Records Program Coordinator position must apply at <https://www.governmentjobs.com/careers/wc wd> by July 29, 2022. The recruitment requires a cover letter and resume with the application. Each candidate's background will be evaluated based on information submitted at the time of application. Qualified candidates will be invited to participate in the next phase of the selection process, which will consist of any or all of the following: oral interview, performance and/or written exercise.