



CAREER
OPPORTUNITY

ADMINISTRATIVE TECHNICIAN

SACRAMENTO AREA FLOOD CONTROL AGENCY (SAFCA)

SACRAMENTO, CALIFORNIA | SALARY: \$57,915–\$82,932 DOE/DOQ

THE SACRAMENTO AREA FLOOD CONTROL AGENCY (SAFCA) IS SEEKING A PROFESSIONAL, CAPABLE, AND ENGAGING ADMINISTRATIVE TECHNICIAN to spearhead the coordination of administrative activities across the organization. This technical role will report to the Administrative Officer and oversee critical and confidential personnel matters, such as payroll, employee benefits, processing HR documents, budget tracking, and digital record keeping. This position emphasizes research and the gathering of data, implementing procedures, preparing reports and presentations, progress tracking for projects and programs, and coordinating special events. The Admin Technician serves as a resource and liaison to all staff, ensuring smooth operations and effective communication among team members. The ideal candidate is a highly organized individual who demonstrates integrity, diplomacy, and respect for all. As SAFCA is currently transitioning to an innovative new enterprise project management system, the Admin Technician will become an expert on this technology and enthusiastically train staff and vendors to utilize it effectively. The successful candidate will demonstrate a willingness to learn new skills and a desire to work on a collaborative team. This is a dynamic position with potential for career advancement within the organization. *Thrive in your career at our new offices, now located in the heart of downtown Sacramento—apply today!*



the COMMUNITY

SACRAMENTO, CALIFORNIA, is a metropolitan city where you will find cultural attractions to inspire you, cutting-edge cuisine to impress you, and history to enrich you. Located at the confluence of the Sacramento and American Rivers, Sacramento provides an abundance of rivers, trails, and parks for recreational activities such as hiking, biking, fishing, and much more. As the sixth-largest city in California and the state capital, it is a metropolitan hub known as the state's political center as well as an ideal location to work, live, and raise a family. Sacramento is centrally located, lending itself to a diverse population and a wide array of year-round activities.





the **ORGANIZATION**

SAFCA WAS FORMED IN 1989 to address the Sacramento area's vulnerability to catastrophic flooding. This vulnerability was exposed during the record flood of 1986 when Folsom Dam exceeded its normal flood control storage capacity and several area levees nearly collapsed under the strain of the storm. In response, the City of Sacramento, County of Sacramento, County of Sutter, American River Flood Control District, and Reclamation District No. 1000 created SAFCA through a Joint Exercise of Powers Agreement to provide the Sacramento region with increased flood protection along the American and Sacramento Rivers.

Today, SAFCA sponsors a multi-billion-dollar portfolio of projects managed by an 18-member staff through an operating and capital budget ranging from \$80 to \$120 million annually. SAFCA engages an extensive array of consultants and federal, state, and local agencies to achieve its goals.

SAFCA MISSION STATEMENT

To reduce flood risk, thereby minimizing the impacts of floods on human safety, health, and welfare; and, consistent with these flood risk reduction goals, to preserve and enhance the environmental and aesthetic values that floodways and floodplains contribute to the quality of life in the Sacramento region.



the JOB/IDEAL CANDIDATE

THE ADMINISTRATIVE TECHNICIAN WILL HELP SAFCA run effectively as an organization—from supporting daily personnel operations to assisting with special events. As a technical administrator, this position is in charge of developing forms, using tracking systems, and updating databases to streamline operations, as well as maintaining comprehensive records and files.

This role plays a key role in facilitating informed decision-making and effective communication for leadership by making data and reporting easily accessible. Through meticulous research, organization, and evaluation of information, the Admin Technician ensures accurate tracking of project progress and expenditures. They will help foster collaboration and synergy for all staff, acting as a knowledgeable resource on matters of technology, record keeping, and data collection. As SAFCA implements its new enterprise project management system, this position will commit to mastering it and acting as an authority on it for other staff members and service providers.

This position may occasionally involve resolving complex customer service inquiries, providing guidance on program policies and procedures, and serving as a point of contact for both internal staff and the public. As this position will handle sensitive personnel information, it is vital that the ideal candidate have an outstanding track record of integrity and professionalism. Overall, the role requires a combination of analytical skills, attention to detail, and strong interpersonal abilities to effectively support the diverse administrative needs of the agency.

The ideal candidate will demonstrate the following core competencies...

TECHNOLOGICAL SAVVY:

Eager to master new technologies and use them effectively to serve the organization's long-term goals.

LEARNING AGILITY: Curious, open to new opportunities for professional development, and continuously learning new skills.

ACTIVE LISTENING: Gives full attention, takes diligent and detailed notes, and paraphrases to ensure understanding of matters of importance.

ORGANIZING & PLANNING: Prioritizes time effectively, sets project timelines, and forecasts future needs and action items.

TEAM PLAYER: Easily collaborates and exchanges information with others.





MINIMUM REQUIREMENTS

Any combination of experience, education or training that would provide the required knowledge and abilities listed below. Typical ways to obtain the knowledge and abilities would be:

EXPERIENCE: Three years of increasingly responsible journey level clerical experience, including a minimum of two years performing advanced journey level clerical work. Includes personnel support or other confidential duties.

SUBSTITUTION: Coursework in business administration, public administration, personnel, or a related field may substitute for experience on the basis of 60 semester units for two years of experience.



SALARY & BENEFITS

An annual salary of
\$57,915–\$82,932
DOE/DOQ, plus a
generous benefits
package:

SAFCA has an attractive benefits package including:

RETIREMENT: California Public Employees Retirement System (2% @ 55 plan for qualified “classic employees.” New members to PERS participate in a formula of 2% @ 62).

403(B) TAX-DEFERRED RETIREMENT PLAN: SAFCA contributes 2%; no employee match required.

SECURE EMPLOYEE PARKING

PAID HOLIDAYS: 12–14 days per year.

PAID SICK LEAVE: 12 days per year.

PAID VACATION: 12.5 days per year, increasing to 25.5 days based on years of service.

CONTRIBUTION TOWARD HEALTH & WELFARE BENEFITS: Medical, dental, life, and disability insurance.

FLEXIBLE SPENDING PLAN

TECHNOLOGY ALLOWANCE: As authorized by the Executive Director.

EMPLOYEE ASSISTANCE PROGRAM



HOW *to* APPLY

For first consideration, apply by
APRIL 10 at:

WBCP JOB BOARD

CLICK BUTTON



SECURE THE DATES

Round one interviews will be virtual and take place on **MAY 3**. Finalists will move forward to round two interviews that will be in person on **MAY 14**. Selected candidates must be available for both dates.

Please contact your recruiter,
Levi Kuhlman, with any
questions:

levi@wbcpinc.com

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541.664.0376 direct