

Employment Opportunity

Senior Customer Service Representative (Internal Job Posting)

Valley County Water District currently has a vacancy for a Senior Customer Service Representative. Under direct supervision from the Finance & Customer Service Manager, provides work direction to and reviews the work of customer service representatives; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs routine complex work in the areas of customer support and billing; and performs related work as assigned.

Salary: \$4,669 – \$6,126 Per Month (Non-Exempt)



QUALIFICATIONS

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be:

1. Graduation from high school G.E.D equivalent;
2. Five (5) years of progressively responsible experience in customer service, billing processes, or administrative support.

Submit your completed application to Priscilla on or before Monday, September 10, 2018 at 5:00 pm.

Applications and additional recruitment details are available on the District's website at www.vcwd.org or by visiting our office Mon-Fri, 8am-5pm.

THE DISTRICT

Valley County Water District (VCWD) provides a safe and reliable supply of water to all of its customers at a reasonable cost and in an environmentally sound manner.

The core values of VCWD are meeting, and whenever possible, exceeding the public's expectations, with effective and efficient management that is committed to providing attentive and considerate customer service while assuring a safe working environment.

The service area of VCWD encompasses approximately 10 square miles within the eastern portion of the San Gabriel Valley and incorporates portions of the cities of Baldwin Park, Irwindale, West Covina, and Azusa to serve more than 65,000 residents.

As a special district, VCWD is governed by a five-member publicly elected Board of Directors (Board), who are elected at-large to serve four-year terms. VCWD currently employs 29 full-time employees.