



Big Bear Area Regional Wastewater Agency

Special Meeting Administrative Committee Agenda

October 15, 2026 at 1:00 p.m.

121 Palomino Drive, Big Bear City, CA 92314

Committee Members

Kendi Segovia, Chair

Larry Walsh, Vice-Chair

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Public Forum** - Public testimony is permitted at this time on any matters listed on the posted agenda. Each speaker will be allotted a maximum of three minutes per item.
4. **New Business – Discussion and Action Items**
 - A. Administrative Assistant
5. **Adjournment**

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Big Bear Area Regional Wastewater Agency

Agenda Item 4.A.

Meeting Date: October 15, 2026

To: Administrative Committee of the Governing Board of the Big Bear Area Regional Wastewater Agency

From: David Lawrence, P.E., General Manager

Prepared By: Sonja Kawa, Human Resources Coordinator/Accounting Technician

Subject: Administrative Assistant

Background & Discussion:

Staff recommend implementation of the additional classification of Administrative Assistant. The Administrative Assistant will be responsible for providing support with the day-to-day responsibilities of attending to routine office functions and clerical duties. This will include filing, printing, and organizing documents and records; scanning, uploading, and indexing maps and documents to the Laserfiche system; printing, assembling, and distributing meeting materials; and furnishing support in A/V monitoring during meetings. This position will provide dedicated staff to perform front office duties which include assisting walk-in visitors, answering and routing calls, handling in-coming and out-going mail and packages, processing sewer permits and boardroom use applications, and running routine errands. This staffing will allow Agency administrative and management staff to attend to the higher-level managerial and project coordination demands without deprioritizing the routine tasks which need to be addressed in a timely manner. The anticipated work schedule for this position is 35 hours per week. The recommended salary range is \$26.58 – \$35.88 per hour.

Financial Impact:

Based on the recommended salary range and a 35-hour work week, total salaries and benefits associated with the Administrative Assistant position for February through June of 2027 range from \$40,000 to \$51,200.

Recommendation:

Support the recommendation to add the classification of Administrative Assistant and present it to the Governing Board for approval.



Big Bear Area Regional Wastewater Agency

Attachments:

Administrative Assistant Job Description

Organizational Chart

Publicly Available Pay Schedule



ADMINISTRATIVE ASSISTANT

DEFINITION

To perform a wide variety of office clerical, reception, and administrative support duties for management and other administrative staff; to provide general assistance to the public by providing information personally or directing information requests according to established procedures; to sort, log, file, and maintain records and other documents.

DISTINGUISHING CHARACTERISTICS

The Administrative Assistant performs the full range of office and administrative support duties. Employees at this level receive instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from the Assistant General Manager. Receives task direction in assisting management staff through the Assistant General Manager.

EXAMPLES OF ESSENTIAL DUTIES – *Duties may include, but are not limited to, the following:*

Coordinate day-to-day administrative support functions, including office organization and procedures, recordkeeping and files, meeting and event planning and coordination; maintain calendar of activities, meetings, and various events for management staff; assist with task prioritization.

Answer and route phone calls and assist walk-in visitors. Respond to sensitive requests for information. Pickup, process, and distribute incoming mail and packages; deliver bank deposits to local branch.

Process sewer permit applications and Board Room rental applications; collect fees.

Perform finance functions necessary to achieve financial internal controls including, but not limited to, collecting receipts (through mail and over the counter) and posting to monthly log; maintaining, distributing, monitoring and replenishing petty cash; reconciling bank accounts monthly.

Type and proofread a wide variety of reports, letters, and memoranda from a rough draft or verbal instruction; compile information to be used in special projects and reports.

Assist with organization and maintenance of administrative documents including but not limited to policies, procedures, rates, rules, regulations, forms, notices, webpage content.

Job Description
Administrative Assistant

File, print and organize records and documents. Scan maps and project documents; upload and index documents into Laserfiche, ensuring records are digitized and retrievable when needed.

Assist with record retention and destruction in compliance with applicable guidelines.

Assist with processing public records requests ensuring compliance with the California Public Records Act.

Print, assemble, and distribute meeting materials within meeting deadlines, including Governing Board and committee agenda packages and staff reports.

Maintain schedule for the use of agency facilities. Coordinate set-up and take-down of the boardroom for meetings and events. Monitor A/V system operations and assist with A/V system during agency meetings and events.

Assist with scheduling and coordination in support of employee events.

Build and maintain positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Advanced English usage, spelling, grammar and punctuation.

Alphabetic and numeric filing system management.

Business correspondence writing and report preparation.

Principles and procedures of record keeping.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Safe work practices.

Principles and practices of customer service.

Ability to:

Perform work with accuracy and attention to detail.

Operate and use modern office equipment including computers and applicable software including word processing and spreadsheets and financial systems to organize and analyze data.

Coordinate and prioritize multiple tasks effectively and efficiently.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Maintain confidentiality of information.

Establish and maintain effective working relationships with those contacted in the course of work.

On a continuous basis, sit at desk for long periods of time; intermittently twist and reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use keyboard to communicate through written means; run errands; and lift or carry weight of 25 pounds or less.

EDUCATION, EXPERIENCE AND TRAINING

Any combination of education, experience and training that would provide the required knowledge, skills and abilities necessary for an Administrative Assistant would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education:

Equivalent to completion of the twelfth grade.

Experience and Training:

One year of administrative or secretarial experience, or the performance of related work supplemented by specialized training.

LICENSE AND/OR CERTIFICATE:

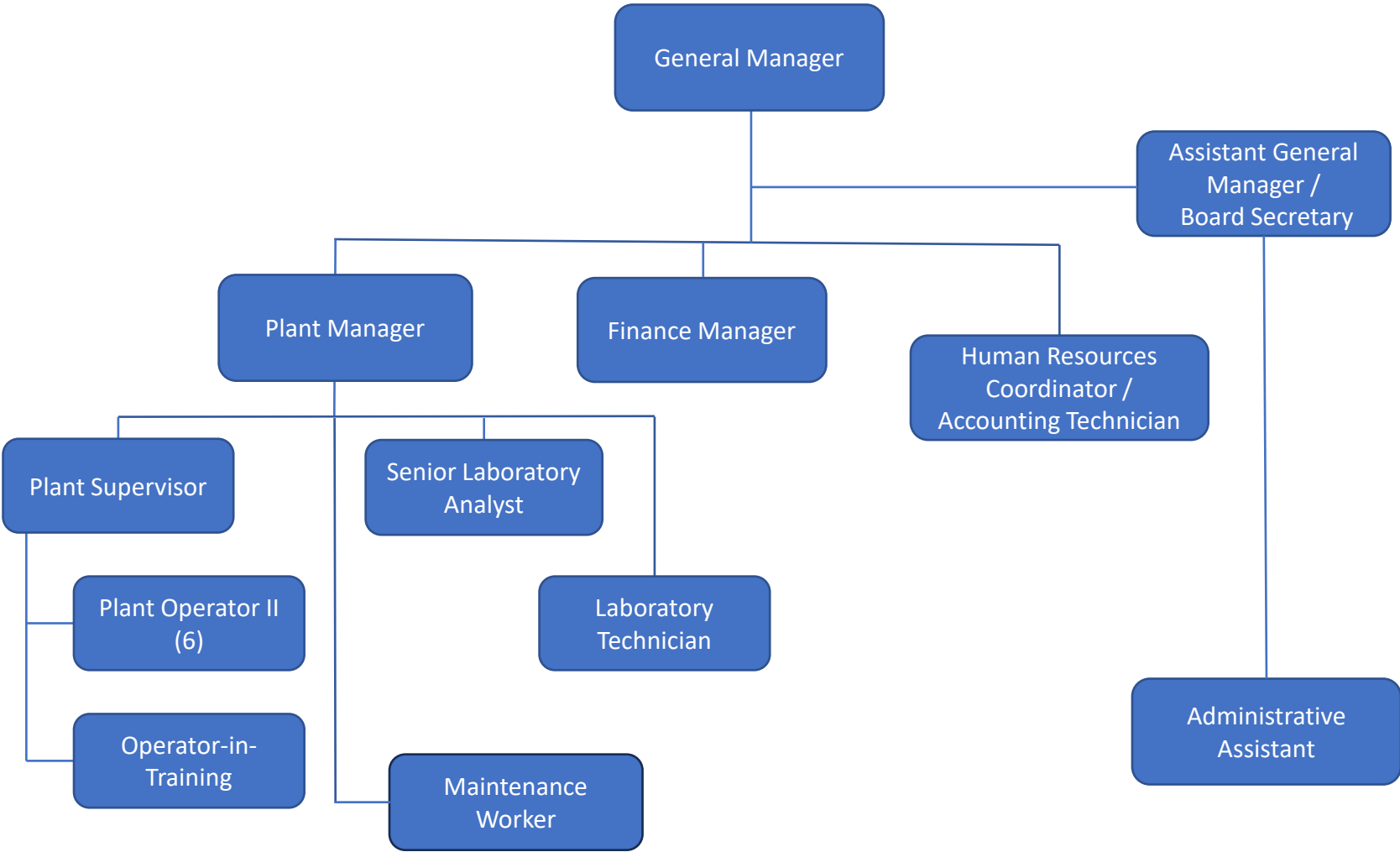
Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee will work near wastewater treatment facilities, work at elevations of 6,700+ feet, may be exposed to odors, fumes, and airborne particles in addition to outside weather conditions involving wind, rain, heat, and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate.

PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED

Organizational Chart



BIG BEAR AREA REGIONAL WASTEWATER AGENCY

PAY SCHEDULE

Effective October 28, 2026

Schedule shall remain in effect until superseded by governing board action.

Classification	Start	Top
	Hourly Pay Rate	Hourly Pay Rate
Active		
Non-Regular	\$19.49	\$26.32
Maintenance Worker	\$23.84	\$32.19
Plant Operator-In-Training	\$24.37	\$32.87
Plant Operator II	\$34.32	\$46.33
Laboratory Technician	\$32.48	\$43.83
Senior Laboratory Analyst	\$44.82	\$60.50
Plant Supervisor	\$47.10	\$63.59
Administrative Assistant	\$26.58	\$35.88
Human Resources Coordinator / Accounting Technician	\$42.68	\$57.63
Assistant General Manager / Board Secretary	\$69.80	\$94.23
Plant Manager	\$69.80	\$94.23
Finance Manager	\$71.48	\$96.50
General Manager	\$101.56	\$137.10

Governing Board Approval Date: October 28, 2026