



We invite qualified candidates to apply for

BOARD CLERK

SALARY : \$95,347 - \$125,112 DOQ

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WHAT WE DO

At Chino Basin Water Conservation District, you'll help shape a more sustainable future through water conservation, community education, and environmental stewardship. Our team works collaboratively to deliver innovative programs that support efficient water use and resilient landscapes throughout our communities.

WHO WE ARE



Mission

Protecting and Replenishing Our Regional Groundwater Supply Since 1949.



Vision

Ensuring our community understands the true value of water and uses it wisely in every home, every business and every neighborhood, while expanding our local water supply through basin recharge.



Values

Guided by our commitment to groundwater stewardship, water conservation, education, and community partnerships, we continue working to protect our local water resources for future generations.

OUR SERVICES

Percolate

Stormwater and promote distributed onsite capture to replenish local groundwater supplies, ensuring our region's need are efficiently met while improving regional water quality

Educate

To inspire the broad adoption of a water conservation ethic and ACTIVATE public stewardship and a water - efficiency workforce

Demonstrate

The multiple benefits of water efficient landscapes to conserve water, capture stormwater, and use recycled and greywater while providing beautiful and inspiring places to live, work and play.





WHAT WE ARE LOOKING FOR

About the Department

The Administrative Services Department works with the General Manager on the business and personnel functions of the District which include Human Resources, Finance, Purchasing/Procurement, Contract Management, Records Management, Information Technology, and Board Clerk Services.

Ideal Candidate

The ideal candidate is a highly organized and detail-oriented professional who is comfortable working in a small, collaborative environment where responsibilities span multiple administrative functions. This position requires someone who can independently manage multiple priorities, maintain strong focus and accuracy, and effectively shift between Board Clerk responsibilities and other administrative work, including contract management, human resources support, and general District operations. The successful candidate will demonstrate strong task and time management skills, sound judgment, and the ability to meet deadlines in a fast-paced environment. Strong interpersonal and communication (oral/written) skills are essential, as the position regularly works with Board Members, staff, consultants, and members of the public. The ideal candidate is dependable, adaptable, and comfortable taking ownership of assignments while also working collaboratively as part of the Administrative Services team.

Knowledge You'll Bring • Knowledge of public agency Board/Committee administration. • Knowledge of Brown Act, Public Records Act, FPPC requirements, & related public agency laws • Knowledge of records management, retention, election procedures, contracts, and administrative procedures • Proficiency with MS Office Suite, Adobe, & related agenda, website, & financial software • Bilingual English/Spanish preferred, but not required	What You'll Do • Coordinate Board/Committee meetings, including agendas, packets, minutes, notices, & records • Draft/process agreements, amendments, correspondence, reports, and other administrative documents; manage District records • Provide financial support by assisting with payroll/budget preparation • Provide advanced administrative support to the Board & the department, including human resource assistance, scheduling, travel, financial support, & special projects	Requirements & Qualifications • Bachelor's degree in a related field or equivalent combination of education & relevant experience • Minimum 5 years of progressively advanced administrative experience, including 2-3 years directly related to the position; Board Clerk/City Clerk experience preferred • Valid CA Class C Driver's License • Relevant training; Certified Municipal Clerk (CMC) certification is highly desirable
Ideal Skills • Ability to provide high-level administrative support with professionalism, accuracy, & customer service orientation. • Strong interpersonal, time/task management, & problem-solving skills. • Ability to use sound judgement & handle highly sensitive, confidential, & legally protected information • Ability to communicate effectively, organize, & meet deadlines.	Work Environment • Professional, primarily office-based work environment • Frequent interaction with elected officials, executive management, staff, consultants, & the public • Fast-paced, deadline-driven work requiring accuracy, attention to legal and procedural requirements • Regular attendance at Board/Committee meetings & occasional evening/weekend meetings or travel functions	The Position • Reports to the Administrative Services Manager/Assistant General Manager (ASM/AGM) • Non-supervisory position, may provide general support & training to lower-level staff • Full-time / non-exempt; 40 hours per week Monday-Friday • Occasional evenings & weekend work for special events • Business Hours 8:00 a.m.-4:30 p.m., Monday-Saturday



COMPENSATION & BENEFITS

Compensation

This is an Hourly/Non-exempt position with an hourly range of \$47.22 - \$61.95; placement will depend on experience and qualifications.

Retirement

The District participates in the California Public Employees' Retirement System (CalPERS), providing eligible employees with a defined benefit retirement plan. The applicable retirement formula and employee contribution rate are based on CalPERS membership status. This is provided for regular full-time and part-time staff working at least 1,000 hours per year.

The District also offers a 457 deferred compensation plan with Traditional and Roth contribution options. Enrollment is voluntary and 100% employee paid.

Health (Medical/Dental/Vision)

The District provides medical, vision, and dental coverage for regular full-time staff through the Association of California Water Agencies Joint Powers Insurance Authority (ACWA-JPIA). Medical insurance choices include Kaiser HMO and a variety of Anthem Blue Cross individual and family plans. Vision coverage is provided by VSP and dental coverage is provided by Delta Dental. The District funds up to \$2,467.79 a month (starting 1/2027) for health coverage and employees are responsible for paying the balance over that amount.

Life and AD&D Insurance

Life insurance is 100% paid by the District, providing \$50,000 for regular full-time staff, with an additional Accidental Death and Dismemberment coverage available at employees' expense.

Holidays

The District offers 12 paid holidays in the calendar year for eligible staff; and 2 paid floating holidays depending on the start date for eligible staff.

Vacation

The District provides regular full-time employees with 96 hours of annual vacation accrual, increasing to 160 hours after 10 years of service.

Sick Leave

Regular full-time employees accrue sick leave at the rate of 80 hours per year; up to a maximum of 176 hours. Part-time employees accrue 1 hour of sick leave for every 30 hours worked.

Educational Reimbursement

The District invests in your growth – regular full-time employees that are eligible may receive up to \$5,500 per fiscal year for eligible education and professional development expenses.

Bilingual Pay

Eligible employees may receive up to \$600 annually for providing bilingual services as part of their job duties e.

Other

- Alternative 9/80 Work Schedule – enjoy greater work-life balance with a regular day off every other week.
- Phone Allowance – eligible classifications receive an annual allowance of \$780.
- Boot Allowance – eligible classifications receive a \$350 safety boot allowance per fiscal year.

APPLICATION PROCESS

Interested candidates are encourage to apply early. Applications will be reviewed periodically as received.

Filing Deadline:

Open until filled. This recruitment will close no later than October 15, 2026, at 5:00 p.m. and may close earlier once a sufficient number of qualified applications have been received.

Interviews are tentatively scheduled the week of November 9, 2026

Fill out the online application in its entirety and upload the required documents:

1. Cover Letter;
2. Resume; and
3. Bachelor's Degree/Transcript (if combination of education/experience is not met).

Incomplete applications or applications missing required documents will not be considered.

APPLY ONLINE

[HTTPS://CBWCD.ORG/](https://cbwcd.org/)

This is a confidential selection process. References will not be contacted until mutual interest has been established.

For confidential inquiries contact:
jobs@cbwcd.org

*The Chino Basin Water Conservation District
is an Equal Opportunity Employer*