



Business Operations Specialist

\$10,417 - \$13,960/month (\$60.10 - \$80.54/hour) Depending on qualifications & experience.
Fully benefitted, exempt position.

Silicon Valley Clean Water (SVCW) is a diverse group of approximately 100 people dedicated to conveying and treating wastewater from more than 300,000 people and businesses in our service area. We are a Joint Powers Authority serving the communities of Belmont, Redwood City, San Carlos, and the West Bay Sanitary District. We value environmental stewardship and innovation and, by effectively treating wastewater at our advanced treatment facility, we help keep San Francisco Bay clean and environmentally healthy. SVCW is currently celebrating its 50th anniversary under the campaign "Innovation at 50", highlighting decades of environmental leadership and a forward-looking vision for clean water. More information can be found at www.svcw.org.

SUMMARY

Under general supervision of the Business Operations Supervisor, this position provides administrative, outreach, media, and technical support for the business operations of SVCW including duties related to Office of the Manager.

Every employee appointed to a position at SVCW shall serve at the will and pleasure of the appointing authority.

THE IDEAL CANDIDATE

- Plan, coordinate, and perform a variety of public outreach and event management activities to further the outreach goals of the agency.
- Plan, organize, and perform public events in the community and at the facility including hosting SVCW booths, facility tours, and other events.
- Plan, coordinate, and perform website and social media updates.
- Assist the Business Operations Supervisor, who serves as the agency's formal Clerk of the Board, in the implementation of related duties.
- Plan, coordinate, and perform a variety of agency operational support duties related to the functions of the agency office of the general manager.
- Coordinate internal communications, including employee spotlights, new hire announcements, organizational updates, employee recognition features, and other staff engagement content.
- Assist the Business Operations Supervisor with the development and implementation of agency goals, objectives, policies, and procedures.
- Work independently and at high levels of capabilities with regard to SVCW business functions.
- Assist Business Operations Supervisor with the set up and distribution of monthly Commission agenda packets and fill in for the Business Operations Supervisor when needed. Prepare action item minutes from Commission meetings.
- Maintain calendars of activities, meetings and various events; arrange meetings and make appointments, participate in special projects as assigned.
- Manage workflow related to incoming invoices.

A JOINT POWERS AUTHORITY

REDWOOD CITY | SAN CARLOS | BELMONT | WEST BAY SANITARY DISTRICT
1400 Radio Road Redwood City, California 94065 (650) 591-7121 www.svcw.org

- Prepare and process task orders and requisitions; process travel and training requests for management and prepare related expense reports.
- Respond to requests and inquiries from SVCW staff and the general public; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Prepare event program, certificates, and annual awards for use at the Employee Recognition event.
- Manage and oversee SVCW's training tracker.
- Answer work-related questions from SVCW employees, outside agencies, and others.
- Establish and maintain positive working relationships with SVCW management and staff, other agencies' staff, and the public.
- Perform a variety of other duties as assigned.

Interpersonal Effectiveness

Effectively work in a collaborative organization focused on continuous improvement; establish and maintain a positive customer service attitude and effective working relationships with internal and external customers; demonstrate strong two-way communication skills, including the ability to listen, explain and facilitate; ability to ask for input; offer help without being asked; accept suggestions; work with others to solve problems; and provide recognition and encouragement; ability to address co-workers needs; identify issues and concerns, explore solutions and implement improvements.

MINIMUM QUALIFICATIONS

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

- Five (5) years of increasingly responsible experience in office support activities involving modern office practices, procedures and equipment. Experience in event management, photography, videography, marketing, social media management, websites, and other outreach channels strongly desired. Experience in public agency business operations and/or clerk functions is preferred.
- Equivalent to a Bachelor's degree from an accredited college or university with major coursework in business, human resources, office procedures or office administration is desirable.

Certification and Licenses

- Valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility Standards.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands and fingers to handle or feel; reach with hands and arms; and talk and hear in English. The employee is occasionally required to stand and walk and use stairs. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle and occasionally works evenings or on weekends. The noise level in the work environment can vary. The air quality outside the office work environment will contain odorous air.

SVCW PERKS

- CalPERS Retirement: CalPERS Classic members 2%@60 and PEPRA members 2%@62 retirement.
- Medical Insurance: Fully paid health premiums for employees and dependents (up to the Kaiser rate); cash in lieu option available at \$400 per month.
- Dental and Vision: Fully paid by SVCW for employees and dependents.
- Medical Appointment Leave: 24 hours each Fiscal Year.
- Life Insurance: SVCW pays for basic life insurance up to \$100,000.

- Long-Term Disability Insurance: 2/3rds of salary up to the maximum monthly.
- Short Term Disability program offering up to 90 days of full salary continuation.
- Voluntary Benefits: deferred compensation plans (with Agency annual matching), health savings plans and flexible spending accounts (FSAs).
- Holidays: 9 holidays per year plus 5 floating holidays.
- Vacation: ranging from 10 to 25 days per year based on years of service.
- Administrative Leave: 24 hours annually.
- Work Schedule: This position typically works 40 hours per week, 5 days a week.
- Computer Purchase Loan Program.
- Wellness Program: Access to an array of wellness programs such as massage, fitness and meditation classes through ClassPass, Employee Assistance Program (EAP).

PRE-EMPLOYMENT PROCEDURES

The selection process may include, but is not limited to, an evaluation of the applicant's qualifications, interviews conducted by an appraisal board or departmental personnel, written and/or practical examinations, and reference checks. Any offer of employment is contingent upon the successful completion of all applicable pre-employment requirements, which may include verification of employment and education history, a criminal background investigation, and a pre-employment medical examination and drug screening.

You will be contacted regarding all phases of this recruitment via email, so please check your inbox for correspondence regarding next steps and results through the exam process. Please ensure that the email address on your application is correct and current before submitting your application.

HOW TO APPLY

- Application and Detailed Job Description can be found on the employment page at www.svcw.org
 - Complete an SVCW online employment application.
A resume and cover letter will not be accepted in lieu of the Authority's application form.
 - Upload Resume.

Filing Deadline

July 17, 2026, at 4:00 p.m. We encourage qualified applicants to apply now. Applications received after the deadline will be returned.

Application Screening and Panel Interview

Possession of the minimum qualifications does not guarantee an invitation to the next step in the selection process. All candidate materials will be carefully evaluated and only those considered best qualified will be invited to the next step in the selection process.