



KITSAP PUBLIC UTILITY DISTRICT
1431 FINN HILL RD
PO Box 1989
POULSBO, WA 98370
OFFICE 360-779-7656
FAX 360-779-3284

Telecom Admin – Community Engagement & Office Support

Job Title : Telecom Admin – Community Engagement & Office Support
Reporting To : Telecom Business Manager/Telecom Superintendent
Department : Telecom
Job Type : Full-Time
Pay Range : \$45,000 - \$55,000 per year DOE
Location : Poulsbo, WA Monday – Friday 8:00 am – 4:30 pm, occasional evening work

Job Summary:

The Kitsap PUD's Telecom department is rapidly expanding and is in need of support in the administration of contracts, Local Utility District (LUDs) documents, community education, customer management, and other administrative duties. Telecom operates in a rapid growing environment which requires this position to be flexible, organized and adaptable to the changing needs of the team.

Duties and Responsibilities:

- Point of contact for residents in Kitsap County on KPUD telecommunications through various ways-face to face, phone, and electronic mails.
- Monitor & update Telecom's Social Media outlets, survey tool and market place for customers.
- Participate with Telecom and non-Telecom staff to enhance business processes within the KPUD.
- Create and maintain all documentation for the formation of Local Utility Districts. Participate as the recorder for all hearings.
- Basic computer applications using computer to prepare documents, data entry, and e-mail.
- Basic clerical work including, but not limited to, typing, filing, organizing, record keeping, basic mathematics and accounting techniques.
- Communicates effectively, both orally and in writing, with customers, co-workers and others providing feedback and strong problem solving.



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- Directly supports the KPUD's contracting and procurement activities. Coordinates the execution of the solicitation activities such as pre-bid preparation, advertising, receiving and opening bids, recording bid results, vendor responses, document retention and compliance with public contracting laws.
- Supports education for the community on telecommunications services, connection process and fees, and telecom expansion efforts to include coordination of community meetings and communications with other governmental agencies in the county to share the KPUD message on Telecom.
- Works effectively under pressure and with frequent interruptions.
- Completes work and projects in a thorough and timely manner with strong accuracy and attention to detail. Understands and follows directions from supervisor and others in the company.
- Regular, reliable and punctual attendance and with a professional manner.
- Performs other work-related tasks, as assigned.

Academic/Work Experience Qualifications and Skills:

- Education
 - Required: High school graduate and two or more years of providing technical and professional support to one or more functional areas of contracting, procurement, or other business support organizations.
 - Required: Strong proficiency in the use of personal computers and Microsoft Office.
 - Desired: Bachelor's Degree in Business, Accounting or other applicable discipline. Knowledge of auditing and accounting principles is highly desirable.
- Other required Knowledge, Skills, and Abilities:
 - Basic knowledge of procurement processes, procedures and the ability to read and understand the parts of a contract.
 - Knowledgeable regarding RCW statutes as they apply to contracting and procurement requirements.



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- Strong technology skills, including basic understanding of process analysis as it applies to systems.
- Ability to establish workload priorities, flexibility and discernment to change priorities when required.
- Experience working with minimal supervision and meeting multiple deadlines with a professional demeanor, enthusiasm, energy and positive attitude with a drive to succeed.
- Ability to demonstrate a caring customer service attitude, strong commitment to operational excellence and the Kitsap PUD's core values while possessing an impeccable work ethic with high levels of honesty and integrity.
- Ability to obtain a notary license

Applicants must have the ability to pass a background check and drug test.

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, sexual orientation, genetic information.

To Apply:

Applications are required and are located at: <https://www.kpud.org/employment.php>

Completed applications and resumes can be sent to **hrfinance@kpud.org**.

Applications will be accepted until position is filled.