

Office Assistant

Salary: \$55,000.00-\$65,000.00, based hourly

Department: Administration

Reports To: Administrative Manager

Location: Upper Blue Sanitation District, Breckenridge Colorado

Contact: Abigail Wagner – AbbieW@UBSD.org – 970-453-2723

Resume and District Job Application are required.

Application can be requested or found on the District Website UBSD.org

Position Summary

The Office Assistant provides administrative and clerical support to ensure effective, efficient operations of the Upper Blue Sanitation District. This position interacts with the public and staff, performing routine office tasks, maintaining records, and supporting District programs and services. Work is performed under general supervision with an emphasis on accuracy, customer service, and confidentiality.

Essential Duties & Responsibilities

- Customer Service & Front Office.
- Serve as the first point of contact for the public, responding to inquiries by phone, email, and in person.
- Provide information regarding District services, policies, programs, and procedures.

Administrative Support

- Prepare, proofread, and format documents, correspondence, reports, and notices.
- Assist with scheduling meetings, preparing meeting materials, and arranging facilities.
- Maintain organized digital and physical filing systems in accordance with District retention policies.

Records & Data Management

- Enter, update, and verify data in District databases, spreadsheets, and management systems.
- Assist in the creation, maintenance, and archiving of official records.

Financial & Billing Support

- Process invoices, receipts, and payments; assist with account reconciliation.
- Support utility billing, program registrations, permits, or fee collections.
- Prepare agendas, packets, and public notices as assigned.

General Office Operations

- Assist with maintaining office supplies and inventory.
- Operate and maintain office equipment (printers, copiers, postage machine, etc.).
- Support staff across departments with routine administrative tasks.

Required Qualifications

- High school diploma or equivalent (GED).
- One (1) year of administrative or clerical experience, preferably in government or public service.
- Proficiency with Microsoft Office (Word, Excel, Outlook) and common office equipment.
- Strong written and verbal communication skills.
- Ability to manage multiple tasks with accuracy and attention to detail.
- Ability to handle confidential information appropriately.

Preferred Qualifications (but not required)

- Experience working in a Special District, municipal agency, or public sector environment.
- Experience with District specific software billing.

Working Conditions

- Standard office environment with frequent use of computers and phones.
- One evening a month may be required for board meetings.
- May involve periodic lifting of office supplies (up to 25 lbs).

Key Competencies

- Customer service orientation
- Professional communication
- Organization and time management
- Problem-solving
- Team collaboration
- Discretion and integrity

Benefits

- Health Insurance, dental and vision (employee and immediate family) paid 100% by District
- Retirement- 401a, District match up to 7.5% and 457
- Paid time off
- Sick leave
- Wellness
- Life insurance

Upper Blue Sanitation District is an Equal Opportunity Employer

Salary is commensurate with experience

Please submit resume and District application to:

Abigail Wagner at AbbieW@UBSD.org

Or there is a drop box located at our office:

1605 Airport Rd

Breckenridge, CO 80424