



TRI General Improvement District is the water, wastewater, and reuse utility of the Tahoe-Reno Industrial Center in Northwestern Nevada. We are located 15 miles east of Reno, Nevada on Interstate 80. We operate a complex and expanding public utility that exclusively serves industrial and commercial customers in the world's largest industrial center.

We are currently adding an **Administrative Specialist** to our team.

If you have accounting and/or utility billing experience, apply today to become a part of our dynamic organization!

View the complete job descriptions at [www.tri-gid.org/employment](http://www.tri-gid.org/employment).

To apply, fill out the TRIGID Application at [www.tri-gid.org/employment](http://www.tri-gid.org/employment).

Forward the completed application to Shannon McKnight at [smcknight@tri-gid.org](mailto:smcknight@tri-gid.org).

Incomplete TRIGID applications will not be considered.

This recruitment will remain open until filled.

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#### **Administrative Specialist Overview**

**Salary Range:** \$70,437-\$99,18(hourly, non-exempt)

#### **SUMMARY:**

The Administrative Specialist is responsible for performing a wide variety of highly responsible, complex, and diverse professional duties involved in providing financial, administrative, analytical, and technical support to the General Manager, Administrative Services Manager and the Technical Services Manager and staff; plans, coordinates, and participates in various program and administrative operations and activities including those having District-wide impact; coordinates assigned activities with GID Divisions, outside agencies, and the general public; and provides information and assistance to internal and external customers regarding assigned programs and services.

#### **EDUCATION AND EXPERIENCE:**

Graduation from high school or equivalent education and three (3) years progressively responsible relevant work experience which included experience in one or more of the following areas; accounts payable, accounts receivable, and utility billing; maintenance of complex records and files; public/customer relations including explaining billing/invoices, detailed policies, regulations, and requirements; preparation and processing of financial and statistical documents; and assisting staff and management with projects and activities; OR an equivalent combination of education, training and experience. Public Works experience and public sector bookkeeping and/or utility billing experience strongly preferred.

TRI General Improvement District is an equal-opportunity employer. We cultivate and maintain a work environment that values the dignity of each individual. All qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity, religion, age, disability or national origin. All decisions affecting any terms and conditions of employment, including recruitment, hiring, assignment, training, compensation, promotion, salary, disciplinary action and an employee's caregiving responsibilities, will be made without regard to race, color, national origin, gender, sexual orientation, religion, age, disability, political affiliation, marital status, membership in an employee association, or any other protected status or category. TRI GID is dedicated to maintaining a safe, efficient and productive work environment and therefore is committed to a Drug and Alcohol-Free Workplace.