GOLETA SANITARY
Water Resource Recovery District

EMPLOYMENT OPPORTUNITY
Administration Assistant
Salary Range $27.94 - $35.67 per hour

Who we are and who we're looking for: The Goleta Sanitary District is a group of individuals who care deeply about protecting public health and the environment. We value innovation, commitment, and excellence as the region's authority on water resource recovery. This position reports to the Finance Manager and is part of the District's Administration team. We are looking for people who want to learn, grow, and lead.

Duties: Under general supervision, the selected candidate will perform secretarial, clerical, and reception duties involving confidential responsibilities. This is a full-time, 40-hr a week position with excellent benefits. The person chosen will provide administrative support for the Governing Board and all departments as needed. Excellent customer service provided in-person and via telephone is a core expectation.

Process: Please visit our website, goletasanitary.org/employment-opportunities for the application, a summary of benefits we offer, and the full job description. To apply send the application and any other relevant information to Laura Romano, Communications and Human Resources Manager at lromano@goletasanitary.org with the subject heading, "Administrative Assistant". You can also apply in person. For assistance, please call 805-967-4519 x. 128.

Sorry, no resumes are accepted in lieu of application materials, but will be accepted in addition to the application.

Application deadline: Friday, November 20, 2026