

# Administrative Analyst / Board Clerk



**The Coastside County Water District is currently recruiting for the position of Administrative Analyst/Board Clerk**

The **Administrative Analyst / Board Clerk** under general supervision, plans and organizes the activities of the Board Clerk function, including preparation of Board agendas, minutes, actions, ordinances, and resolutions, and maintaining official District documents and records. Provides highly responsible, complex, and confidential administrative support to the General Manager and Board of Directors. Performs a variety of administrative and analytical support functions related to the activities and operations of the District and acts as a liaison to the Board of Directors and external contacts, including consultants, other agencies, and the public.

A Job Description, Application and more information can be found on our website at: [www.coastsidewater.org](http://www.coastsidewater.org)

To apply please complete an application and submit with a resume and cover letter to [jobs@coastsidewater.org](mailto:jobs@coastsidewater.org) or mail to Coastside County Water District, 766 Main Street, Half Moon Bay, CA 94019.

**Hourly Pay Range: \$52.55 to \$64.03**

**Deadline: April 17, 2026**