



OPPORTUNITY NOTICE

<u>POSITION:</u>	UTILITY SERVICES ADVISOR
<u>HEADQUARTERS:</u>	Carlsborg
<u>STATUS:</u>	Regular, Full-time, Non-exempt Staff Position
<u>WORK WEEK:</u>	Monday through Friday
<u>SUPERVISOR:</u>	Telecommunications and Power Resources Manager
<u>SALARY RANGE:</u>	Range 11 (\$3,889 - \$5,530 per month)
<u>CLOSE DATE:</u>	Open until filled (1st review December 18, 2009)

POSITION OBJECTIVE: Proactively identify and market appropriate energy and water conservation and efficiency products and services in order to address customers' utility needs. Perform activities necessary to promote and facilitate customer participation in the District's conservation and efficiency programs to achieve program goals and assist in accomplishment of the District's mission and goals.

REQUIREMENTS: The District expects all employees to provide high quality and reliable service to its customers. To accomplish this, a high standard of professionalism, cooperation, and team effort between individual employees, as well as among all departments, is required. The attached job description details the job functions, skills, knowledge, abilities, experience, training, working conditions, and other requirements to fulfill this position. To be considered a candidate for this position, applicants must meet the requirements contained in the job description.

SELECTION PROCESS: Applicants must complete and submit an employment application and supplemental questionnaire, along with copies of relevant professional and training certificates.

Candidates' abilities and qualifications will be evaluated using a cognitive and technical tests; supplemental questionnaire; work history; credit, criminal and background check, employment references and recommendations; education, certifications and training courses completed; and an interview to determine skills and abilities needed to fulfill the requirements of this position.

Based upon these evaluations, District Management will make the selection.

POSITION CLOSING DATE: Applications will be accepted until the position is filled (1st review December 18, 2009). If you have questions regarding this notice, the requirements, and/or the selection process, please contact Human Resources, Post Office Box 1090, Port Angeles, WA 98362, or email humanresources@clallampud.net, telephone 360-565-3228.