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Job Description

Executive Administrative Assistant

Division/Department: Administrative Services

Reports To: Records and Administrative Services Department Manager

Type of Position: Full-time Part-time

Hours: 40/week

Status: Exempt Nonexempt

General Statement

Provides administrative assistance to the General Manager, Division Directors, other members of management, and staff. Manages workloads and prioritizes tasks. Identifies the needs of senior managers and performs highly accurate administrative tasks, ensuring workflow runs smoothly. Most duties will require independent judgment in carrying out assigned tasks.

Essential Duties and Responsibilities

- Prepares various reports and documents; proofs, edits and finalizes documents.
- Maintains the Board of Directors SharePoint site by posting meeting documents, reference materials, and calendar events. This includes notifying and corresponding with board members regarding meeting documents and requirements.
- Coordinates preparation of monthly meeting agendas and electronic board packets.
- Reviews board items submitted and assures completeness and accuracy of packet and agenda information.
- Coordinates the General Manager's and Division Directors appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Organizes and maintains the General Manager's files, records, and correspondence (paper and electronic) and facilitates the transfer of important records into Northern Water's document management system.
- Conserves the General Manager's time by utilizing filing and tracking systems to assure time sensitive materials are addressed and deadlines are met. This may include: obtaining signatures on contracts/other documentation; reading, researching, and routing correspondence; collecting and analyzing information; and initiating and responding to written and oral communications to staff and Northern Water constituents as directed by the General Manager.
- Attends, organizes and schedules various Northern Water on- and off-site meetings and audio conferencing. Documents the topics discussed in these meeting and any

dates/deadlines, action items, or follow-up requirements. Provides the management with a meeting synopsis and action item list based on meeting documentation.

- Prepares monthly Board meeting minutes for final approval and signature. Posts approved minutes on Northern Water's website.
- Submits and posts legal notices, meeting notices, and various classified ads to newspapers and/or websites as requested or required by state statutes.

Other Duties and Responsibilities

- Prepares various reports and documents; proofs, edits and finalizes documents for other staff members.
- Assists other members of management with meeting support as requested.
- Serves as backup Receptionist/Administrative Assistant as requested.
- Performs other administrative duties as assigned.

Training, Experience and Education Requirements

Training/Experience

- At least five years' proven work experience in an executive support role.
- In-depth training/understanding of the entire MS Office suite, Adobe Acrobat Professional, address/contract databases and document management systems.
- Training and demonstrated experience in proofreading and editing.
- Scheduling and coordinating meetings using MS Outlook and online/cloud applications.
- Experience with Interaction and Opentext eDocs a plus.

Education

- Education equivalent to an associate degree in business or an equivalent combination of education and experience.
- A bachelor's degree is desirable.
- Continuing education in English, business writing, Word, Adobe Acrobat, proofreading, database, etc.

Knowledge, Skills, and Abilities

Knowledge

- Thorough knowledge of business English, spelling, vocabulary, and punctuation.
- Thorough knowledge of office procedures and workflow.

Skills

- Excellent reading, writing, and proofreading skills to effectively and correctly compose correspondence, assemble routine administrative reports, and edit the work of others.
- Highly proficient with word processing, spreadsheet, presentation, and web applications.
- Excellent organizational skills, with the ability to prioritize work and perform several tasks concurrently with ease and professionalism.

- Follows instructions and procedures while performing detail-oriented work.

Abilities

- Communicates effectively, both orally and in writing, with all levels of Northern Water personnel, board members, other governmental agencies, and the general public.
- Highly self-motivated and professional.
- Implements and maintains email systems, file sharing systems, and calendars, as well as proficiency with statistical software, publishing software, and record databases.
- Interprets and applies organizational and departmental policies and procedures in the performance of duties.
- Handles stress with tight deadlines and changing priorities.
- Works responsibly with or without direct supervision.
- Applies independent judgment and approaches problem-solving proactively.

Physical Requirements

- Walking and climbing stairs daily.
- Requires sustained operation of keyboard devices.
- Requires prolonged sitting, standing, and walking in performance of daily duties.
- Ability to lift, drag, or push boxes, paper and documents weighing up to 25 pounds.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Other Requirements

- Responsible and dependable.
- Maintains a personal appearance appropriate for job position and image of Northern Water.
- Remains discrete regarding sensitive or confidential information.
- Self-motivated with “can-do,” positive attitude.

This job description in no way states or implies that these are the only duties to be performed by this employee.

Northern Water is an equal employment opportunity employer.