



NORTH CITY WATER DISTRICT NOTICE OF EMPLOYMENT

Accepting applications from internal and external applications

POSITION TITLE: Executive Assistant/Personnel Coordinator
FLSA Non-exempt
Salary Range: \$25.93 to \$30.23/hour

RESPONSIBLE TO: District Manager

POSTING DATES: June 26 – July 22, 2014

Job Summary:

Performs a variety of general administrative, personnel, and public relations duties but not limited to: assist Management Team with the day to day operations of the District as a confidential executive assistant, including preparing board files coordinates facility use, District travel, District files and capital project files, correspondence, and public records request. Coordinates the District Personnel matters and assists with the public image of the District. Tasks are both recurring and non-recurring in nature.

Reporting Relationships:

This position receives direction and work assignments from the District Manager. The position may coordinate district staff at special events and volunteers.

Essential Functions/Major Duties:

- Works with management team to prepare board agenda packets, minutes, resolutions and handouts,
- Coordinates facilities use both during and after hours
- Arranges training, conference registrations and related travel,
- Prepares and handle correspondence, statistical reports, surveys and/or other document and assignment relating to employee issues, litigation, property or other confidential or sensitive matters as request by management team members or Commissioners.
- Provides administrative support for non-sensitive assignments as requested such as entering statistics or performing surveys.
- Maintains District project folders in preparation of future audits
- Organizes, file and maintain District documents and electronic records

- Monitors usage, inventories and stocks office supplies. Orders office supplies and equipment as approved by management.
- Maintains and updates District Code books
- Assist with Public Records request
- Coordinates District records retention program per Washington State records retention schedule as related to District files.

Essential Functions/Major Duties related to Personnel:

- Coordinates District Personnel Matters with compliance and diversity management.
- Coordinates District leave, corporate wellness management programs.
- Coordinates new hire/employee exit processing.
- Coordinates personnel files.
- Coordinates industrial relations.
- Coordinates employee activities and personnel matters.
- Coordinates District records retention program per Washington State records retention schedule as related to Personnel files

Essential Functions/Major Duties related to public information program:

- Assists District management staff and consultant with quarterly newsletter.
- Assists PR consultant with social media accounts and public relations calendar.
- Acts as District Point of Contact with the Saving Water Partnership.
- Coordinates the District's Annual Fix a Leak Week program

MINIMUM QUALIFICATIONS:

Knowledge of:

- Roberts Rules of Order
- Proficient in Microsoft Word, Excel, Powerpoint, Publisher, Outlook.
- Social media accounts such as Wordpress, Facebook.

Skilled in:

- Maintaining strict confidentiality.
- General and detailed administrative organizational skills
- Establishing and maintaining cooperative and effective working relationships.
- Communicating and listening effectively verbally and in writing with staff, co-workers, supervisor and the general public.
- Preparing clear and concise written letters, memos and reports.
- Managing competing workload priorities and meeting established deadlines.
- Self-motivating.
- Reading and understanding comprehensive literature.

Education and Experience

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. Must speak and write fluent English and have good written, verbal and customer service skills. Prefers: Education – Bachelors

Degree in Business or Communications or related field. A High School Diploma or GED is required. Experience: A minimum of five years or greater experience in clerical environment.

License or Certification:

Possess and maintain a valid Washington State Driver's License.

Job Conditions

Work is performed primarily in an office environment and is subject to interruptions from management and associates and members of the public. Public relations activities will be conducted off site in a variety of different environments primarily meeting with the public.

Physical Requirements:

This position typically requires reaching, standing, sitting, lifting, walking, pushing, pulling, carrying, grasping, finger dexterity, hearing, seeing, talking and repetitive motions.

Lift work: Frequently lifting, carrying, pushing or pulling up to 10 pounds and/or occasionally lifting, carrying, pushing or pulling up to 30 pounds. Frequent walking or standing or sitting most of the time and using arms or legs to push/pull.

Work Hours:

8:00 to 5:00 pm but may require some after hours work.

North City Water District is an Equal Opportunity Employer. Individual's interested in applying for this position must submit a completed Cover Letter, Resume, and District Application no later than 4PM on 7/11/2014 to North City Water District, Attn: District Manager, PO Box 55367, Shoreline, WA 98155. Please visit our website for the complete job description and employment application. Incomplete applications will not be accepted.

The statement contained herein reflect general details as necessary to describe the principal function of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work period or otherwise balance the work load.