

# **NOTICE OF VACANCY AND HIRING ACTION**

**FOR**

## **Executive Assistant**

**POSITION:** Executive Assistant

**DEPARTMENT:** Administration

**TITLE OF IMMEDIATE SUPERVISOR:** General Manager & CEO

### **General Duties:**

**Definition:** Under the general supervision of the General Manager provides assistance and administrative support to the General Manager and department managers. Serves as the Deputy Records Custodian, Human Resources Clerk and Benefits Clerk for the organization. Prepares confidential written documents and general correspondence as required.

### **Major Responsibilities:**

1. Working from general verbal guidance, rough drafts, dictation, or other instruction composes and prepares confidential and general correspondence for the General Manager and department managers. Prepares other documents as required such as meeting agendas and minutes, reports, exhibits, tables, studies, contracts, specifications, and job descriptions.
2. Board Administrative Support. Under the direction of the General Manager, prepares meeting agendas and minutes, resolutions, public notices, reports, exhibit and tables for the Board. Assists in preparation of the Annual Report and budget. Posts public notices and reviews and file Board minutes. Acts as recording secretary for the Board. Takes notes of Board comments at meeting and compiles them for review by the General Manager.
3. Develops and keeps current a Records Management Plan (File Plan) for all Water Works Records. Maintains the master files and archives or disposes of records as appropriate. Periodically visits all departments to review their files for compliance with the file plan and advises on actions required to maintain department files. Monitors and assures required actions are complete in a timely manner. In the absence of the General Manager acts as the Deputy Records Custodian as set forth in the Code of Iowa, Section 22.3.
4. Complies and maintains confidential personnel records. Collects data and prepares daily and weekly attendance reports. Processes new employees and reports employment to the Iowa Centralized Employee Registry. Maintains suspense file for employee annual performance/appraisal reviews. Prepares the forms for the review, assigns a suspense date, and routes to the appropriate supervisor. Monitors the suspense date to assure timely completion of the form and reports any difficulties to the General Manager. File completed reviews in the employee's personnel folder and advise the accountant of any step increase or promotion. Processes and maintains employment applications. Complies and maintains records of employee job, and non-job, related injuries. Notifies the insurance company of job related injuries. Complies and posts as appropriate annual reports of job related injuries and time lost from employment. Processes employee terminations and separations. Sends Notice of Separation to Department of Employment Service when employee is terminated or quits.
5. Administers the employee benefit program. Assists the employee in initial enrollment in the health plan. Processes any changes in status requested by the employee. Upon termination of employment advises employee of his/her rights and entitlement and assists employee to complete any required forms or documents. Compiles data and performs studies on employee benefits as required by the General Manager.
6. Assists the General Manager and staff in the administration of the safety program. Researches the Federal Register for requirements pertaining to the water industry. Prepares rough drafts of plans and policies for staff comment and review. Gathers data prepares reports and does research as directed by the General Manager. Reports auto and property damage accidents or claims to the insurance company. Maintains a file of such accidents or claims.
7. Administers the Drug and Alcohol Testing Alliance program for pre-employment and random drug and alcohol tests. Arrange for the necessary tests, notify the employee, maintain custody of and transport the employee to the test site, receive and maintain the reports and keep necessary records.
8. Using a company automobile deliver or pick up correspondence, documents, or other items as required and directed by the General Manager. Attend meetings on behalf of the General Manager as required.

9. Assists Customer Service during break and lunch periods and at other times as job duties permit and as requested by the General Manager.
10. Assists with bid lettings.
11. Maintains Council Bluffs Water Works social media presence.
12. Other duties may be assigned as necessary.

Required Knowledge, Skills and Abilities:

Employee must be able to speak and write English above the national norm. Must be able to create letters, reports, and printer ready forms with speed and accuracy from machine dictation, rough drafts, or general instructions. Must have knowledge of correct grammar, punctuation and spelling. Must be able to work accurately with numbers and codes. Must be able to work effectively with other employees, department managers, supervisors, and the general public. Must be able to work with little or no direct supervision. Must possess a valid Iowa vehicle operators permit. Must be able to work overtime as needed with little or no advance warning.

Required Experience and Training:

High school graduate.  
Minimum five years of executive secretary experience.  
Experience working with little direct supervision.  
Able to use database, word processing and spreadsheet software.  
Previous experience with workers' compensation and/or employee benefits very helpful.  
Bachelor's Degree in Human Resources or related field desired.

Physical Requirements:

Must be insurable.  
Must be able to use a computer keyboard and type at the rate of 60-70 words per minute.  
Must be sighted.  
Must be able to hear normal conversation.  
Must be able to use a standard touch-tone telephone.  
Must be able to speak clearly at normal rate of conversation.  
Must be able to drive a standard company automobile.  
Must not require or use any device creating an EMF field or other interference which is detrimental to computer operations.  
Must be able to lift one ream of 8"x14" copy/printer paper from the floor to a printer or copy machine paper tray, open the package and load the paper into the tray.  
Must be able to sit for long periods of time at a desk or computer terminal.  
Must have a 96 percent minimum job attendance.

EXCEPTIONAL REQUIREMENT/CONDITION OF JOB:

Employee must respect and maintain the confidentiality of the job. Any violation of the confidentiality of the job will result in immediate termination of employment upon the first occurrence.

Job duties are more fully set forth in the Position Description. To review the job description, see Brian T. Cady, CEO & General Manager.

**THIS POSITION WILL CLOSE ON MAY 7, 2025.**