



Des Moines Water Works
Executive Assistant-Central Iowa Water Works

SALARY	\$36.06 - \$48.08 Hourly \$75,000.00 - \$100,000.00 Annually	LOCATION	Des Moines, IA
JOB TYPE	Full-time	JOB NUMBER	0000
DEPARTMENT	Human Resources	OPENING DATE	07/23/2024
CLOSING DATE	8/6/2024 12:00 PM Central		

JOB SUMMARY

Des Moines Water Works is posting and recruiting on behalf of **CENTRAL IOWA WATER WORKS**.
This position is **NOT** at Des Moines Water Works.

About the Position: Performs as Executive Assistant to the CIWW Executive Director, and as Board Clerk to the CIWW Board. Provides administrative support to CIWW and to the activities and operations of the Executive Director. Performs related duties as required to meet the executive, operational, and administrative needs of CIWW, the CIWW Board, and the Executive Director under the direction of the Executive Director. Performs under supervision to assist the Executive Director with coordination and maintenance of records of all Board and Committee proceedings and compliance with applicable state and local laws, and to perform related duties as required.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- Performs multi-faceted duties as assigned by the Executive Director or the CIWW Board to include work required to establish the initial Office of the Executive Director and perform executive duties not personally performed by the Executive Director.
- Formats information for internal and external communication including composition and distribution of agendas to the appropriate parties.
- Attends all Board and Committee meetings to operate the teleconferencing system, run any presentations, and record the minutes of the proceedings.
- Responsible for preparing both the draft and final minutes of all Board and Committee meetings.
- Develops and maintains a system of record management that includes all policies, resolutions, and staff reports and ensures that legal requirements are met regarding public notices, publications, postings, retention, and disposition.
- May assist with responding to public information requests.
- Performs notary public work and maintains a current Iowa Notary Public commission throughout duration of employment.
- Provides general administrative support to Executive Director, Board, and Committees that includes, but is not limited to, calendar and schedule management, researching information and providing summaries, coordinating travel logistics, and balancing priorities to ensure organizational goals are achieved.
- Coordinates and consults with Executive Director in processing miscellaneous invoices to ensure appropriate review, approval, and submission for timely payment, and prepares appropriate expense reports as needed (weekly, monthly, quarterly, or annually).
- Maintains professionalism and strict confidentiality

QUALIFICATIONS

Education:

Associate's degree in administrative field.

Experience:

Minimum of 6 years' experience as an administrative assistant to top executive or similar directly related experience.

Additional experience may be substituted for education requirement.

Licenses/Certifications:

Valid Iowa driver's license with a good driving record.

Current Notary Public Commission or must be obtained within 60 days of hire.

PREFERRED QUALIFICATIONS:

Bachelor's degree

Previous public sector experience desired, with preference for municipal experience.

SUPPLEMENTAL INFORMATION

WORKING CONDITIONS:

- Works in office environment
- May be required to attend occasional meetings after regular work hours.

SUPERVISES: 0

Central Iowa Water Works is an Equal Opportunity Employer

The selection process consists of an evaluation of education and experience, an interview, completion of selected assessments and completion of a criminal background check, which includes a sex offender registry check. The selected Central Iowa Water Works candidate must also be able to pass a preemployment drug screen and physical.

E-Verify Process:

Central Iowa Water Works participates in E-Verify and will provide the Social Security

Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with Central Iowa Water Works must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide the required documents as soon as possible after the job offer has been made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-283-8701.

Agency

Des Moines Water Works

Phone

515-283-8717

Address

2201 George Flagg Parkway

Des Moines, Iowa, 50321

Website

<http://www.dmww.com/careers>