

**HARDIN COUNTY WATER DISTRICT No. 1**  
**Job Description**

**TITLE OF POSITION:** Executive Assistant (Non-Exempt, NE-15)  
**DEPARTMENT:** Administration  
**REPORTS TO:** General Manager  
**SUPERVISES:** No supervisory responsibilities  
**REVISED:** April, 2019

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**BASIC POSITION DESCRIPTION:**

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Perform a variety of administrative and executive support functions for the General Manager, Board of Commissioners and other Managers and employees of the District.

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**ESSENTIAL POSITION FUNCTIONS:**

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Research, write and prepare Board of Commissioner meeting packets and minutes, providing initial research and drafting reports and analysis for General Manager and other department managers. Design and prepare slide presentations for Board and public education. Maintain confidentiality as primary support to management. Prepare and design public relations publications, press releases and public speaking outlines and presentations as well as upkeep of District social media and website. Assist with writing bid specifications and bid documents. Prepare spreadsheets summarizing financial comparisons, ratios or analyses and create comparison charts and graphics as needed. Conduct surveys, both internal and external, and compile results for General Manager and Board use. Respond to Board requests and coordinate Board meetings and Commissioner training and travel. Prepare and make travel arrangements for Board and staff. Organize and coordinate special meetings and events such as employee celebrations, open houses, ground-breaking and joint Board meetings. Assist General Manager with future work plans, calendar and departmental assignments. Filter General Manager's calls and mail, taking messages when necessary. Assist with escalated customer calls when possible. Investigate complaints about District or employees, operations or construction projects not related to customer service. Compose correspondence and edit other authors for grammar and intent, using word processing, Adobe, and desktop publishing software to prepare documents and publications. Maintain service and operate Copier, FAX and Digital Phone System. Maintain records systems, both hard copy and files on server. Assist General Manager and Management team with scheduling appointments. Attend meetings to take notes. Keep record of General Manager assignments to staff and other departments and follow up for progress and completion. Assist in Customer Service whenever needed. Any and all other job duties as may be assigned.

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**STANDARDS OF PERFORMANCE:**

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Excellent organization skills, good communication skills, strong written communication skills, accurate key boarding skills, and strong problem solving ability. Previous experience and training with Microsoft Office Suite. Ability to use internet to complete original research and source documents. Knowledge of office terminology and procedures. Able to maintain records systems. Experience assisting manager or Board of Directors with periodic meeting preparations. Previous customer service training in a payment, banking or utility environment. This position may require working overtime or late hours as required. Some travel required.

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**MENTAL AND PHYSICAL REQUIREMENTS**

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Frequent standing, sitting or walking. Lifting objects up to 25 lbs. Generally climate controlled office. Must be able to visually read documents, view and operate computer screen and keyboard and be able to operate other payment and office equipment without modification. Requires occasional driving using own vehicle (mileage reimbursement applies).

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### **WORKING ENVIRONMENT AND CONDITIONS**

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This position involves working within an indoor office environment around general office equipment, including computers and work stations and may require working non-traditional hours including evenings and weekends to attend meetings.

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### **EDUCATION, EXPERIENCE AND TRAINING**

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High school diploma or equivalent plus at least two years college level course work in Business Administration, Accounting or Computer Information Systems (or equivalent). Three years increasing experience in professional office supporting management, Board of Directors and other internal departments with at least two years prior experience as administrative or executive assistant for a CEO or General Manager for an organization with an annual operating budget of at least \$5 million. Must have a valid driver's License.

### **Acknowledgement for Receipt of Job Description**

I have received a copy of the Job Description and have read and understand its contents.

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Employee Name (Please Print) Date

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Employee Signature Date

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Supervisor's Signature Date