



JOB ANNOUNCEMENT

POSITION:	Senior Exec. Administrative Assistant	POSTED: August 23, 2016
DIVISION:	Administration	APPLICATION DEADLINE:
REPORTS TO:	Executive Director	Open Until Filled
FLSA:	Non-Exempt	

POSITION SUMMARY: Provides executive office management and overall administrative management for executives (and specifically the Executive Director); this includes (but is not limited to) managing all communications, preparing financial reports, training and supervising support staff, managing the Executive Director's calendar, and ensuring confidentiality of the office.

DUTIES/PRIMARY RESPONSIBILITIES: Performs senior level assistant functions requiring independent judgment and analysis and specialized knowledge of the operations of the Authority; schedule, prepare, attend and document recurring Board Meetings and educational sessions for the Board, including, monthly staff meetings; advertise Board Meetings in accordance with the Sunshine Act; develop correspondence, forms and reports for Senior Staff; develops and provides updates and reporting on Authority progress and actions for the Senior Staff; manages all communications within the office; trains and supervises support staff of the Senior Staff; creates and modifies documents using Microsoft Office; reports to Executive Director; performs general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing; maintain hard copy and electronic filing system, support staff in assigned project based work; perform other duties as assigned or required. Liaison with Board of Directors and Office of the Mayor.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function(s). This is not an all-inclusive document; additional duties, expectations, demands, etc. may be added or changed to this document on an as-needed basis in order to meet organizational needs.

KNOWLEDGE/ABILITIES: Considerable knowledge of Authority policies and procedures, of Microsoft Office and telephone protocol, and of general office procedures, processes and file management. Ability to communicate effectively both orally and in writing; to establish and maintain effective working relationships with supervisors, associates, outside agencies, customers and the general public. Ability to motivate self, meets deadlines, produce accurate work, and demonstrate a personal commitment to a superior work quality. Must have good organizational skills, problem solving ability, strong multi-tasking, time-management skills, and proficiency in Microsoft Office Suite.

GENERAL REQUIREMENTS: Candidate must be a City of Pittsburgh resident at the time of application and remain a City of Pittsburgh resident throughout employment with the PWSA. Verification of City residency required at time of appointment. Must present a current, valid Class C (Class 1) Pennsylvania Motor Vehicle Operator's License at the time of application or prior to appointment. A valid driver's license must be maintained throughout employment.

EDUCATION/EXPERIENCE REQUIREMENT: In order to be considered eligible for this position, the application must clearly show five years of progressive assistant experience, Bachelor's degree from a in Business Administration or related required; a minimum of five years of related experience (of public service authority); or equivalent combination of education and experience.

Requires strong computer and Internet research skills, flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, as well as outside customers (of all levels) and vendors. Sensitivity to confidential matters is required.

PHYSICAL DEMANDS/WORKING CONDITIONS: General office environment; must be able to lift up to 10 pounds; travel up to 25% to site/meeting locations to perform work and/or support the Authority and/or Senior Staff.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATIONS: Available in the Human Resources Section, 1200 Penn Avenue or online at www.pgh2o.com. Please send the application, resume and cover letter to hr@pgh2o.com.

An Equal Opportunity Employer

The PWSA does not discriminate against anyone on the basis of race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, family status, age, or non-disqualifying disability, or on any other basis protected by federal, state or local law.