



Pittsburgh
Water & Sewer
Authority

JOB ANNOUNCEMENT

POSITION: Executive Administrative Assistant

FLSA: Non-Exempt

DIVISION: Administration

POSTED: September 11, 2017

SALARY: \$52,690.56- \$57,959.00

APPLICATION DEADLINE: 4:00 pm, September 22, 2017

SUMMARY:

Provides high-level administrative support and office management to the Executive Director and three additional department Directors by conducting research, preparing statistical reports, handling information requests, training and supervising Senior Management support staff, managing the Executive Director's calendar, and ensuring confidentiality of the office. The position performs essential functions such as preparing (writing/editing) correspondence, receiving visitors, arranging conference calls and scheduling meetings for executives.

DUTIES/PRIMARY RESPONSIBILITIES:

- Schedule, prepare, attend Board Meetings and educational sessions for the Board, including, Executive Sessions
- Serve as Board liaison and advertise Board Meetings in accordance with the Sunshine Act
- Record, type and distribute Board Meeting minutes
- Develop correspondence, forms and reports, and presentations for the Executive Director using relevant computer software (Word, Excel, PowerPoint, etc.)
- Manages incoming and outgoing communications within the Administration Department
- Develops and provides updates and reporting on Authority progress and actions
- Train and supervise support staff of the Senior Management
- File and retrieve corporate documents, records and reports
- Manage the Executive Director calendar and determine meeting attendees
- Maintain good working relationships with public officials and staff

COMPETENCIES:

- Time Management
- Organization Skills
- Communication Proficiency
- Strong technical and analytical skills
- Flexibility/Stress Management
- Supervisory Skills
- Personal Effectiveness/Credibility/Reliability
- General Office Management

GENERAL REQUIREMENTS:

Applicant must become domiciled within the City of Pittsburgh at time of appointment and remain domiciled within the City of Pittsburgh throughout employment with the PWSA. Verification of City domicile is required at time of appointment. Applicants must present a current, valid Class C (Class 1) Pennsylvania Motor Vehicle Operator's License prior to appointment. A valid driver's license must be maintained throughout employment.

EDUCATION AND EXPERIENCE REQUIREMENTS:

In order to be considered eligible for this position, the applicant must clearly show five years of progressive executive assistant experience, Bachelor's degree in Business Administration or related field required and a minimum of five years of related experience (in public/government office preferred); or equivalent combination of education and experience.

PHYSICAL DEMANDS:

The physical demands described here are 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 Department, 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.



Pittsburgh
Water & Sewer
Authority

JOB ANNOUNCEMENT

POSITION: Executive Administrative Assistant

DIVISION: Administration

SALARY: \$52,690.56- \$57,959.00

FLSA: Non-Exempt

POSTED: September 11, 2017

APPLICATION DEADLINE: 4:00 pm, September 22, 2017
