



### **The Opportunity:**

Would you like an opportunity to get into public service? How about access to medical, dental, and vision benefits and a lifetime retirement pension plan? If so, Lakewood Water District has a great opportunity for an experienced Administrative Assistant! The District is seeking a knowledgeable, motivated individual to support our General Manager, Board of Commissioners, and senior management staff. The ideal candidate will be detail-oriented, proactive, and adaptable to changing priorities.

### **The District:**

The Lakewood Water District's mission is to provide its customers with water service that meets or exceeds all water quality standards, maintaining policies and practices that benefit the health and welfare of the community. Formed in 1943, we are a special-purpose district that currently owns and operates 256 miles of water mains, 13 water tanks, 32 wells, six water treatment facilities, and serves more than 60,000 retail customers in Lakewood, WA and 55,000 wholesale customers.

### **The Details:**

**Job Title:** Administrative Assistant

**Responsible To:** General Manager

**Salary Range:** \$28.75 - \$38.81

**FLSA Classification:** Full-Time, Non-Exempt

**Opening Date:** October 07, 2021

**Closing Date:** October 21, 2021

### **About the Position:**

The Administrative Assistant provides an advanced level of administrative support to the General Manager, Board of Commissioners, senior management staff, and other employees as needed or assigned. On a typical day, you would:

- Conduct administrative activities and communications
- Type, edit, and proofread a variety of District documents, correspondence, and agreements
- Work on special projects, including planning and coordinating meetings, workshops, and retreats, organize District events, and book conference or continuing education travel arrangements
- Coordinate and maintain calendars and appointment schedules, set meeting arrangements; prepare agendas and handouts, document, provide, and maintain meeting minutes
- Respond to public records requests and inquiries
- Provide records management support, including preparing files for destruction

**Education and Experience:**

High school diploma or equivalent and three to five (3-5) years of experience in an office, including at least two (2) years of working with senior level management staff or any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job. Valid Washington State Driver's License required. Must possess or be able to obtain a Notary Public license.

**The Benefits:**

- Medical, Dental, and Vision – 100% paid for employees, 75% for dependents
- PERS Retirement Plan
- Life Insurance
- Paid Vacation and Sick Leave
- Paid Holidays (13)

**To Apply:**

Please submit your resume to [humanresources@lakewoodwater.org](mailto:humanresources@lakewoodwater.org) by Thursday, October 21, 2021, at 11:59 p.m. Interested applicants are encouraged to apply early.

Lakewood Water District is a Drug-Free, Tobacco-Free Workplace and an Equal Opportunity Employer.