

Executive Assistant – Information Services

This full-time position reports to the Director of Information Services and is located at the Electric Center, 1200 Fort Vancouver Way, Vancouver, WA 98663.

WHAT YOU WOULD DO:

Performs and/or coordinates a variety of complex office duties and provides primary support to the Director of Information Services, followed by other lead staff positions in administrative areas by performing the following duties:

- Composes and prepares routine and confidential correspondence for signature, reports, and other complex documents.
- Maintain intranet for the department and assures that all information is available. Establishes and maintains department records. Organizes and maintains vendor contracts and invoices.
- Proactively monitors the Service Now ticketing system.
- Organizes meetings and conferences for department staff. Attends meetings to provide and record information. Responsible for following up on action items to ensure that decisions are implemented, contracts are prepared and appropriate parties are notified.
- Acts as communication coordinator for department.
- Monitors employee incentive program participation and records.
- Collaborates with other Executive Assistants to provide a common support mechanism.
- Provides service to visiting vendors and contractors assisting them in meeting their needs.
- Prepares, processes and track invoices, purchase requisitions, professional service contracts and staff travel arrangements. Reconciles company issued credit cards.
- Provides customer support and backup support to other departments as required.

QUALIFICATIONS:

Associate's degree (A.A.) in Business or equivalent from a two-year college or technical school and at least five years' experience performing administrative functions, or any equivalent combination of training and experience. Knowledge of modern office methods, procedures and office equipment. Experience using Microsoft Office Suite required. Applicant must display professionalism, maturity and sound judgement. Ability to maintain a good working relationship with all co-workers and the public. Must have outstanding interpersonal skills including customer service focus, flexibility, and team orientation and self-starting. Positive attitude with a proactive approach to overcoming challenges. Ability to handle multiple tasks and time-sensitive projects and demonstrated excellent organizational and planning skills.

BENEFITS:

Employees and dependents are eligible for medical, dental, vision, basic life insurance and disability insurance. Employees are enrolled in Washington State PERS and may enroll in deferred compensation plans. Employees will also receive eight hours of vacation leave and sick leave every month and twelve paid holidays throughout the calendar year.

SALARY:

Clark Public Utilities' salary ranges are market based and established annually. With full competency in the role and satisfactory performance the target is midpoint within the established range.

Executive Assistant - Information Services: \$59,859 – \$73,685 - \$87,511

HOW TO APPLY:

Please send your resume with a cover letter via email to jobs@clarkpud.com. Resumes may also be sent to Clark Public Utilities, Human Resources Department, P.O. BOX 8900, Vancouver, WA 98668.

Equal Opportunity Employer

At Clark Public Utilities, we are committed to being a place where a diverse mix of talented people want to come, to stay and do their best work.