



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:

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

- Compose and prepare routine and confidential correspondence for signature, reports, and other complex documents.
- Maintain intranet for the department and assure that all information is available. Establish and maintain department records. Organize and maintain vendor contracts and invoices.
- Proactively monitor the Service Now ticketing system.
- Organize meetings and conferences for department staff. Attend 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.
- Act as communication coordinator for department.
- Monitor employee incentive program participation and records.
- Collaborate with other Executive Assistants to provide a common support mechanism.
- Provide service to visiting vendors and contractors assisting them in meeting their needs.
- Prepare, process and track invoices, purchase requisitions, professional service contracts and staff travel arrangements. Reconciles company issued credit cards.
- Provide 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:

Employees are compensated within the established salary range. As skills, experience, and sustained performance grow, pay may progress within the range over time, with midpoint serving as a general reference point for employees who are fully proficient in the role.

Executive Assistant - Information Services: \$66,943 – \$82,394 - \$97,844

HOW TO APPLY:

Please send your resume with a cover letter by July 10, 2026 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 creating a respectful workplace where people from all backgrounds are valued for their skills and contributions.

We strive to ensure everyone feels welcome, supported, and empowered to do their best work while growing meaningful, lasting careers as part of our team.