

## **Administrative Assistant**

**REPORTS TO: ADMINISTRATIVE AND PURCHASING SUPERVISOR**

**OPEN PERIOD: POSITION OPEN UNTIL FILLED**

**HIRING RANGE: \$15.94 to \$19.13 per hour**

**To Apply – Send resume, cover letter, salary requirement and employment application to [hr@acwwa.com](mailto:hr@acwwa.com); with the subject line “ACWWA Administrative Support Assistant”.  
Employment applications can be found at <https://www.acwwa.com/2206/Career-Opportunities>**

Arapahoe County Water and Wastewater Authority (ACWWA) is a political subdivision formed by an agreement between Arapahoe County, and the Arapahoe County Water and Wastewater Public Improvement Authority (PID) for the purpose of developing water resources, systems and facilities, wastewater collection and treatment facilities for the ACWWA service area. ACWWA serves an area of more than eight square miles in the southeastern Denver metropolitan area, approximately 10 miles from downtown Denver.

ACWWA offers excellent benefits that include a pension plan, a 457 Deferred Compensation Plan with a 5% employer match, Health, Vision and Dental coverage, Vacation and Sick leave, 11 paid holidays, Volunteer time off etc.

ACWWA is seeking a qualified candidate to assist us in the Administrative and purchasing department. This position will provide administrative support to all levels within the organization.

### **ESSENTIAL FUNCTIONS:**

- Under general supervision performs a broad range of clerical and administrative tasks including copying, scanning, binding and mailing.
- Establishes and maintains cooperative working relationships with co-workers, contractors, outside agencies, and the general public.
- Develops and maintains spreadsheets for tracking and monitoring a variety of elements within the field operations, water resources and engineering functions.
- Administer utility locates program; scheduling meets, printing site maps and ensuring compliance with the program.
- Assist in the tracking of IGA's, agreements and puts in place a system for expiration notification.
- Assists with monitoring, tracking and compliance issues with the State of Colorado.
- Code A/P invoices which relate to CIP, Imprest, Water Rights and other miscellaneous invoices relating to the Engineering Department. Ensure proper signatures are obtained and forward to Accounting for payment.

- Compile spreadsheets relating to water rights adjudication expenses and prepare quarterly invoicing.
- Support project management by coordinating and tracking projects progress. Provide project monthly reports to the project manager(s).
- Assist with special projects, with developing the monthly newsletter, creating and distributing the monthly Board of Directors materials, etc.
- Assist in purchasing and tracking the organization's purchase orders.
- Assists in coordinating training activities and conferences registrations.
- Types a variety of documents such as correspondence, standard forms and reports; proofreads materials for correct grammar, spelling, and punctuation.
- Schedules and arranges meetings, assembles and distributes materials, agendas and minutes. May act as the minute-taker for said meetings.
- Organizes and maintains records management systems and various administrative files.
- Ability to learn applications and computer systems to generate reports and conduct research.
- Observes safe work practices.
- Other duties as assigned.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

##### **Knowledge of:**

- Under minimum supervision defining issues, performs research, analyzes problems, evaluate alternatives and develops sound conclusions and recommendations on complex management and administrative issues.
- Prioritizes and organizes own work, meets critical deadlines, and coordinates activities with those of other Authority departments to ensure completion of the work.
- Demonstrate positive demeanor and hustle necessary to get things done right and on time
- Develops and implements appropriate procedures and controls.
- Possesses a strong attention to detail.
- Establish and maintain effective working relationships with all levels of District management and staff.

##### **Advanced skills in Microsoft Office Suite (Excel, Word, Outlook and PDF Writer):**

- Intermediate to Advanced understanding of mathematical concepts.
- Standard office administrative practices and procedures.
- Operation of a variety of office and computer equipment.
- Ability to learn applications and computer systems to generate reports and conduct research.
- Ability to handle sensitive and confidential information with diplomacy and discretion.

#### **EDUCATION & EXPERIENCE:**

- Bachelor's degree from an accredited college or university preferred. Additional qualifying experience may be substituted for education.

- Three to five years of increasingly responsible office administrative experience. Previous experience supporting senior management preferred.

**OTHER REQUIREMENTS**

- Use of any type of tobacco product is not allowed on company property or in company vehicles at any time.

ACWWA is an equal opportunity employer. Discrimination on the basis of race, national origin, gender, sexual orientation, religion, disability, age, military status, or marital status is prohibited in the making employment or business decisions. ACWWA also prohibits sexual harassment in the workplace or in its dealings with the public. The organization encourages and welcomes diversity of backgrounds in its workforce.