JOB DESCRIPTION

Position Title: Executive Assistant

Date: October 26, 2026

FLSA Status
Non-Exempt

Summary Statement of Overall Purpose/Goal of Position

As a member of the Administration Department, under the supervision and direction of the General Manager, performs a broad range of administrative tasks for Metro Water and the Executive Management team. Supports staff with office needs, communicates with public, handles office correspondence, makes travel arrangements, and procures safety related items. Exercises independent judgement within agreed-upon limits.

Essential Duties

- Performs administrative/office functions including routing incoming phone and gate calls, distributing incoming mail, and preparing outgoing mail
- Greets and assists visitors, employees, and members of the public in a professional manner.
- Coordinates and/or performs security clearance/access control.
- Receives incoming checks and enters information in the Cash Receipts Journal.
- Compiles, prints, and mails board meeting materials.
- Purchases and maintains office and kitchen supplies and coordinates maintenance of office equipment.
- Facilitates and attends board meetings and prepares board meeting minutes.
- Purchases and arranges meeting refreshments.
- Coordinates weekly Metro Water briefing meeting reporting.
- Coordinates meetings and appointments for Metro Water staff.
- Ensures proper handling, storage, and confidentiality of sensitive and confidential documents.
- Schedules and coordinates regular and special meetings. Prepares agendas, meeting minutes, materials and tracks meeting assignments as assigned.
- Coordinates executive managers' schedules and makes appointments.
- Procures employee uniforms, safety shoes and glasses in accordance with Metro Water policy.
- Arranges and coordinates travel plans for board members and employees, ensuring compliance with Metro Water travel guidelines.
- Tracks monthly Metro Water training attendance and submits continuing education units (CEUs) to the Division of Drinking Water. Prepares and assigns monthly learning management system videos related to monthly trainings.
- Tracks and submits renewal applications for employee Distribution and Treatment operator certificates.
- Facilitates surplus program and coordinates payment collection.
- Promotes a positive working atmosphere including supporting and providing communications from the Executive Management team to employees (in person or via electronic means).

Marginal Duties

- Assists with in-house and off-site activities including celebrations, special tours, and other meetings.

- Prints committee meeting materials, as assigned.
- Procures office furniture as assigned.
- Assists in assembling annual budget packets.
- Organizes and cleans storage cabinets.
- Prepares presentations as assigned.
- Undertakes special projects and assignments as directed.
- Performs other related duties as assigned.

Minimum Qualifications

Education and Experience: Associate's Degree in Business Administration, Communications or a related field and two to five years related administrative experience and/or training; or equivalent combination of education and experience.

Certifications and Licenses: Valid state driver's license. Notary Public in the State of Utah preferred.

Knowledge of

- Personal computers along with software such as e-mail, appointment schedules, word processing, spreadsheets, and presentations.
- Administrative and office procedures and systems.
- Robert's rules of order.
- Meeting and document preparation.
- Basic knowledge of Metro Water department functions/operations.
- Working knowledge of Metro Water Policies & Procedures Manual.
- Administration Department standard operating procedures.

Abilities/Skills

- Use Adobe Acrobat, office productivity (word processing, spreadsheets, collaboration, presentation) and work management software proficiently.
- Use good personal judgment and discretion in performing all job functions.
- Strong organizational, prioritization, time management, attention to detail, customer service and interpersonal skills.
- Professional level communication skills.
- Ability to rapidly acquire new knowledge and apply it effectively.
- Handle confidential information with discretion and professionalism.
- Work independently, anticipate needs, and solve problems proactively.
- Operate basic office equipment.
- Work collaboratively across departments and openly share knowledge to improve processes, strengthen communication, and achieve organizational goals.
- Adapt quickly to shifting priorities and handle interruptions with professionalism and efficiency.
- Comply with proper health and safety practices, rules, and regulations.

Physical Demands

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is continuously required to: sit, talk, hear and perform repetitive wrist, hand, and/or finger movements.

The employee is occasionally required to: stand, feel the attributes of objects, push, walk, reach with hands/arms, stoop, kneel, crouch, drive, climb, grasp, and/or balance.

The position involves lifting and/or exerting force as follows:

Continuously (over 67%):	1 to 5 pounds
Frequently (34% to 66%):	6 to 10 pounds
Occasionally (2% to 33%):	11 to 15 pounds
Rarely (less than 2%):	16 to 75 pounds

Specific vision abilities include: Clarity of vision at 20 feet or more and 20 inches or less. Three-dimensional vision or the ability to judge distance and spatial relationships. Identify and distinguish colors and adjust the eye to bring an object into sharp focus. Ability to see up and down or left to right while fixed on a point.

Concentrated attention required during a typical workday in order to accomplish the essential duties of this position.

Working Conditions

Normally, working conditions are comfortable with light physical activity in an office environment. Travel to and from various Metro Water sites and other locations may be required. Frequent exposure to stress as a result of human behavior and the demands of the position.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.