



MARSHALLTOWN WATER WORKS ADMINISTRATIVE ASSISTANT

Marshalltown Water Works (MWW) is accepting applications for the position of Administrative Assistant. Under the general supervision of the General Manager, performs administrative, confidential, and specialized work.

ABOUT MARSHALLTOWN WATER WORKS

Marshalltown Water Works (MWW) is dedicated to providing high quality drinking water to Marshalltown and the surrounding area, delivering an average of 6 MGD to its customers through 165 miles of water main.

We know that water is a valuable resource – one that plays a critical role in sustaining life, and we take our mission to protect public health seriously. At MWW, we are proud to be united by integrity, respect and the pursuit of excellence to be the best we can be for the customers and communities we serve. Together, the team at MWW uses science, technology, capital investments, and amazing talent to provide communities with clean, safe drinking water.

COMPENSATION:

Hourly wage: \$22.34 – \$28.30/hour, starting wage dependent on training and experience
40-hours/week

Training provided by Marshalltown Water Works

Competitive benefits package offered

ESSENTIAL FUNCTIONS:

- Composes and types documents using Microsoft Office
- Establishes and maintains confidential matters requiring discretionary judgments
- Provides administrative support for the Backflow Prevention and GIS Mapping programs
- Routes incoming and outgoing mail and responds to routine items independently
- Maintains office files, adhering to file retention policy
- Greets office visitors and incoming telephone calls and routes them
- Makes appointments and schedules meetings for the General Manager
- Reviews mail and forwards as necessary
- Coordinates purchase of cleaning, office and first aid supplies
- Provides communications to others as directed by the General Manager
- Provides administrative support to other department heads
- Manage applications to maintain water service
- Balance cash drawers daily
- Maintains Board of Trustees files and official minutes, including scrapbook
- Coordinates with local media to provide legal notices and press releases
- Maintains official minutes of the Supplemental Pension Board
- Assists customer service personnel
- Uses company vehicle in delivery and pickup of correspondence, documents, and other items as required by General Manager
- Performs other duties as required or assigned by management

ESSENTIAL REQUIREMENTS:

- Must be an organized, self-motivated person that can work independently and has effective communication skills
- Ability to multi-task and assess priorities to support Water Works goals
- Must be detail-oriented with strong administrative skills
- Proficient in MS Office (Excel, Word, and Access, in particular)
- Minimum of two years of experience in an administrative support role
- Must demonstrate good verbal, written, and mathematical skills
- 96% minimum attendance required

ESSENTIAL PHYSICAL DEMANDS:

- Ability to handle up to 40 pounds
- Frequently remains seated for long periods of time
- Occasionally performs tasks requiring periods of stooping, standing, bending, kneeling, and working overhead
- Frequently uses repetitive hand and finger movement
- Must possess a valid Iowa driver's license with good driving record
- Must be able to satisfy fidelity bond requirements

ENVIRONMENTAL CONDITIONS:

- Normally inside building

All the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job duties, responsibilities or requirements. Employees may be required to perform any other job-related activities as directed by their supervisor, subject to reasonable accommodation.

To Apply: Submit completed MWW application, resume and cover letter to:

Shelli Lovell, General Manager
205 E State Street, PO Box 1420
Marshalltown, IA 50158

OR

shelli@marshalltownwater.com

Download the MWW application from <https://marshalltownwater.com/employment> or request by calling the MWW office at (641) 753-7913.

Closing Date: The position will remain open until filled.

Contact for additional information: Shelli Lovell, MWW General Manager, (641) 753-7913