



POSITION DESCRIPTION

Cascade Water Alliance (Cascade) is seeking an Executive Assistant to oversee the day-to-day operations of Cascade's Bellevue office and to support the Chief Executive Officer (CEO), Board of Directors, and Cascade staff.

About Cascade Water Alliance: *Cascade is a municipal corporation comprised of five member cities (Bellevue, Issaquah, Kirkland, Redmond, and Tukwila) and two water and sewer districts (Sammamish Plateau Water and Skyway Water & Sewer District). It was established in 1999 to ensure safe, clean, reliable water supply for its members. Today Cascade provides water to 380,000 people and more than 20,000 businesses in a cost-effective and environmentally responsible manner. It is governed by a Board of Directors consisting of representatives from each member's legislative authority. Cascade's main office is located in Bellevue, Washington.*

JOB RESPONSIBILITIES

- Assists the CEO by managing their calendar, scheduling meetings, drafting correspondences, making travel arrangements, providing advice on organizational management issues, implementing office policies, and monitoring office and administrative effectiveness.
- Manages and oversees correspondences regarding the Board of Directors, Board meeting packets preparation and production, and meeting schedules.
- Develops and oversees office administrative operations including files and records, paperwork processing, purchasing and supplies, customer service activities, and event planning.
- In collaboration with other staff, identifies and solves office operational and administrative procedures and issues.
- Responds to inquiries requesting information or making complaints, and manages correspondence that is routed to staff for response.
- Manages Cascade's on-line presence by making updates to Cascade's website and posting on Cascade's Facebook page and social media platforms.
- Serves as a single-point-of contact for Cascade's consultant contracts by tracking all open contracts, assisting staff in meeting requirements for the appropriate contracting process, communicating with Cascade's internal general counsel and external contracts attorney as needed, and ensuring staff meet the requirements to close out contracts.
- Manages Cascade's compliance database for all of regulatory and contractual requirements and other obligations.
- Manages Cascade's compliance with Open Public Meetings Act.
- Performs data entry and basic bookkeeping tasks.
- Performs other duties and leads projects as assigned by the CEO.

QUALIFICATIONS

Minimum Qualifications:

- High school diploma or GED AND six years executive administrative experience; OR,
- Associates degree in Public Administration, Business Administration, or a closely related field; AND four years executive administrative experience; OR,
- Bachelor's degree in Public Administration, Business Administration, or a closely related field; AND two years executive administrative experience.
- Experience in office organization and management; proficiency with Microsoft Office software suite (Word, basic Excel, PowerPoint); and familiarity with common office equipment and tools.

Desired Qualifications:

- Strong organizational skills with good attention to detail.
- Ability to perform multiple simultaneous assignments, meet deadlines, solve problems, interpret requirements and priorities, and accomplish tasks with limited supervision.
- Strong written and oral communication skills.
- Good interpersonal and customer service skills.
- Intermediate Excel, Adobe Acrobat, Visio, and database skills or has the ability to learn.
- Experience working as an administrative assistant for senior level staff and maintaining confidential information.
- Experience working as an office manager.
- Experience administering consultant contracts.
- Experience with basic web and social media administration or has the ability to learn.
- Experience with basic bookkeeping or has the ability to learn.
- Experience working with elected officials.
- Experience with or knowledge of public water utility issues.

SALARY AND BENEFITS

This is a full-time, at-will, salaried position. The annual salary range for this position in 2023 is \$96,066 to \$146,028.

Cascade offers an exciting package of benefits to employees and their dependents including insurance (medical, dental, vision, life, disability), retirement plans (401a, 457), paid time-off (vacation, sick, holidays), tax advantaged saving options (FSA, HRA, PPO, DCAP) and the opportunity to have a hybrid working arrangement (working from home and at the office).

APPLICATION PROCESS

Email your resume, cover letter (two pages maximum), and three professional references to Chris Paulucci at cpaulucci@cascadewater.org no later than 5PM Tuesday, February 14, 2023. Your cover letter should describe why you want this position and how you meet the qualifications.