

Job Opening

Executive Secretary

Willmar Municipal Utilities is currently hiring an executive/administrative assistant to join their team. Serves as an executive/administrative assistant to support the General Manager and the WMU organization as a confidential employee. Perform various clerical and administrative duties requiring comprehensive knowledge of the organization and its functions. Performs experienced level tasks including creating correspondences, meeting minutes, compiling & distributing data, scheduling meetings/conferences/appointments, etc. These duties would include exercising tact and discretion with excellent written and verbal communication and interpersonal skills.

This is a nonexempt position and reports to the General Manager.

Salary Range: \$32.13-\$34.28

Two-year degree in Secretarial, Administrative Secretary, or related program and 2-4 years of practical experience.

Requires a valid class D driver's license, background and credit check.

To be considered, you must submit an application, cover letter and resume to: Director of Administration at WMU, PO Box 937, Willmar, MN 56201 or email to humanresources@wmu.willmar.mn.us.

For applications, visit <https://www.wmu.willmar.mn.us> or email humanresources@wmu.willmar.mn.us.

Application deadline is 3:00 p.m. November 29, 2024.

WMU is an Equal Opportunity Employer.

Posted November 15, 2024

Executive Secretary

Willmar Municipal Utilities

Position Title: Executive Secretary

Department: Administration

Immediate Supervisor's Title: General Manager

FLSA Status: Non-exempt

Purpose

Serves as an executive/administrative assistant to support the General Manager and the WMU organization as a confidential employee. Perform a variety of clerical and administrative duties requiring comprehensive knowledge of the organization and its functions. Performs experienced level tasks including creating correspondences, meeting minutes, compiling & distributing data, scheduling meetings/conferences/appointments, etc. These duties would include exercising tact and discretion with good communication and interpersonal skills.

Organizational Relationships

Communicates with: General Manager and entire WMU Staff, WMU Commissioners, City Staff, Mayor/City Council Members, City Attorneys, other utilities, numerous state and national agencies including MMUA, APPA & MRES staff, state/federal legislators, various attorneys, union representative, consultants, suppliers/vendors, various community & business organizations, media, and WMU customers.

Essential Duties and Responsibilities

- Performs a variety of administrative support services to the General Manager, Municipal Utilities Commission, and Supervisors/Department Heads.
- Takes minutes of all: Commission Board meetings, Labor & Planning Committee meetings, special meetings (i.e. joint Council/MUC mtgs.), and Staff/Management meetings.
- Serves as a confidential employee for duties and assignments as required; provides executive responses to communications as directed; schedules and coordinates meetings as requested.
- Creates and revises various correspondences/documents as needed (emails, notifications, agendas, letters, memorandums, meeting minutes, policy manuals, etc.). Maintains and processes forms.
- Creates bi-monthly Commission informational packets (various meeting minutes, agendas, resolutions and all associated data) including the distribution of data to all participants.
- Schedules meetings and webinars as required.
- Submits project advertisements and meeting notices for publication/posting as required.
- Coordinates all necessary travel arrangements for executive/staff travel, prepares materials for meetings/conferences, and distributes all essential data to the participants.
- Orders, distributes, and maintains necessary office supplies including the maintenance of the copy equipment.
- Assists in preparing, editing and distributing required revisions to policy manuals as instructed (i.e., WMU Personnel Policy & WMU Operations Policy).
- Assists in answering incoming telephone calls and directing the calls to the appropriate departments within the organization.
- Assists with operation of communication systems including telephone, mobile radio, other.
- Maintains all official documents for the Municipal Utilities Commission.

- Maintains electronic and paper file system for the Municipal Utilities Commission.
- Liaison with legal counsel in preparation of notices, resolutions, extract of minutes, ordinances, and official statements.
- Keeps official records of Appointed Officials.
- Assist Customer Service as needed
- Performs other administrative/secretarial duties as assigned by General Manager and Commissioners or as apparent.

Required Knowledge, Skills & Abilities

- Knowledge of Utility’s operations and personnel policies.
- Have organizational skills with ability to scheduling; prioritize time management and multi-task in a committed work environment.
- Knowledge of various WMU policies.
- Ability to operate computer and applicable software programs as required.
- Ability to use various office machines & maintain their operation.
- Oral communication skills and excellent typing skills are a must.
- Professionalism & positive attitude in dealing with all aspects of the position.

Minimum Qualifications

- Two-year degree in Secretarial, Administrative Secretary, or related program and 2-4 years of practical experience.
- Requires a valid class D driver’s license, background and credit check.

Working Conditions

Work in an office setting sitting/standing for extended periods of time while working at a computer and multi phone system. Use fine motor skills and performs a variety of repetitive and physical movements to carry out office tasks, keyboard/type, manage necessary files and records.

EMPLOYEE ACKNOWLEDGMENT

Employee	Date
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