

CITY OF SEWARD
POSITION ANNOUNCEMENT
Electric Department Executive Assistant

The City of Seward is seeking applications from interested persons for the position described below. Completed job applications and a current resume can be submitted to the City of Seward Personnel Office. This position will remain open until filled.

This is a regular full-time position with benefits, starting at \$18.86/hr (R11.0A) DOE, dependent upon experience. This position is currently undergoing negotiations for optional admittance to the current department International Brotherhood of Electrical Worker's (IBEW) Union collective bargaining agreement.

General duties include but are not limited to, under the supervision of the Utility Manager and the Operations Supervisor, provides a wide variety of complex administrative and clerical assistance to the Electric Department. Provides information to the public regarding department policies, permits, procedures, contracts and other miscellaneous items as necessary and as assigned.

Education and Experience required: Three to five years' experience in a progressively responsible office administration, public contact, budgeting, and cost accounting, use of computers and related areas and demonstrated good communication skills by telephone, e-mail, writing and speaking abilities. Must have experience with effectively dealing with difficult people. Must have excellent computer literacy in: Microsoft Office and several digital finance databases and/or the willingness to learn more and attend training opportunities as necessary to develop such skills. Must have organizational skills capable of creating filing databases and maintaining critical records management. High School Diploma or GED is required. An associate's degree in Business Office Technologies or equivalent is preferred.

Successful applicants must pass a background investigation and drug testing. Preference may be given to current City employees. A complete job description and employment application can be obtained from City of Seward Personnel Office, 410 Adams Street, (907) 224-4074 or by emailing HR@cityofseward.net.

The City of Seward is an Equal Opportunity/Affirmative Action Employer