



Colorado River Municipal Water District

Administrative Assistant

Position Summary:

Primary responsibilities include the day-to-day general office support with a variety of administrative activities and related tasks. General office support consists of: answering incoming calls and routing calls to the appropriate person/department, greeting visitors and announcement to the appropriate person and maintaining office equipment. Assist with maintaining and developing The District's Record Management System. Communication will include District staff, member and customer city staff, general public and local, state and federal agencies.

Essential Functions:

- a. Ability to perform administrative duties, receiving and distributing USPS, UPS, FedEx mail/packages, fax, printer/copier and postage machine.
- b. Ability to effectively evaluate situations and solve problems.
- c. Ability to effectively communicate both verbally and in writing.
- d. Maintain office supplies inventory, anticipate needed supplies, placing and expediting orders for supplies, verify receipt of supplies.
- e. Skilled in the operation of personal computers and office equipment, including copiers/scanners.
- f. Advanced understanding and working knowledge of Microsoft Office, including Outlook, Word, Excel and Power Point.
- g. Ability to maintain and organize District files.
- h. Distribute, organize, and maintain recreational permits.
- i. Distribute, organize, and maintain purchase order books.
- j. Ensure the public areas of the office maintain an orderly appearance.
- k. Excellent organizational skills and a self starter.
- l. Ability to work as a member of a team in a team environment.
- m. Maintain a clear understanding of the overall operations of the District.
- n. Ability to interact and communicate with District staff, external customers and the general public pleasantly.

Knowledge Required:

Overall understanding of the District's total operations including local, state and federal laws, regulations and policies governing the District including the District's enabling legislation (CRMWD Act), TCEQ rules and regulations and the Mission of CRMWD.

Coordination and Communication:

Activities of the District require continual communication and coordination. Communication and coordination may include Board members, managers, employees, customers, landowners, elected officials, local, state and federal agencies, consultants, vendors and the general public. If unusual or emergency situations arise, the appropriate person(s) should be notified as soon as possible.

Education, Training, and Knowledge:

Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with two years of advanced study or training past the high school equivalency. Minimum of five years work experience desired.

Certification or License:

Valid Texas Drivers License - Class "C" required, Notary Public of Texas, Public Information Act certification, Open Meetings Act certification.

Equipment Used:

Personal computer, communications equipment, office equipment, automobile.

Physical / Mental Demands:

Requires the ability to read, write, reason, and communicate at such a level that management decisions can be made accurately and timely. Requires the necessary analytical and speaking skills to communicate with District's staff, general public and others. Most work is performed in an office environment, some travel is required. May require exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. Position at times can be in a high stress environment.