

Riley Purgatory Bluff Creek Watershed District  
18681 Lake Drive East  
Chanhassen, MN 55317

POSITION TITLE: Administrative Assistant  
REPORTS TO: Administrator  
TYPE: Full-time, exempt from the provisions of the Fair Labor Standards Act.  
Pay Grade: \$37,080 - \$55,620 commensuration based on experience

#### PRIMARY OBJECTIVE

Perform skilled to highly skilled administrative and secretarial support to staff as it relates to the implementation of District goals and objectives. The Administrative Assistant provides support for: scheduling conference rooms, answering phones, assisting with the preparation of Board and CAC packets, handling shipping requests, providing technical support for guests using meeting rooms, updating District website, processing contracts, binding reports and setting up meeting rooms.

#### PRIMARY DUTIES AND RESPONSIBILITIES

1. Perform administrative and support duties for the District staff.
2. Greet the public and answer/screen phone calls in a courteous and professional manner, provide information and answer questions on a variety of issues related to the District, listen to concerns/complaints, assess needs, explain procedures, route calls, and/or take messages.
3. Schedule and make arrangements for meetings for District staff. Provide support for meetings hosted at RPBCWD. Meeting support includes technology, meeting materials, refreshments and room set up and arrangements.
4. Act as a host or greeter for visitors and the general public who enter our building.
5. Uses word processing, spreadsheet, and database management software (such as Word, Excel, Access, PowerPoint, etc.) to produce correspondence, minutes, reports, forms, budget and technical information.
6. Send and route all RPBCWD mail. Perform clerical duties such as typing and data entry, copying, assembling, mass mailings, faxing, filing, mail distribution, review, etc. Request courier services for shipping and receiving, order supplies, maintain document and report archiving and library.
7. Assists with records, filing and information retrieval system, both manual and automated (computer). Compose letters, memoranda, reports, and other written communications. Assist staff with surveys and collects/researches data for special projects.
8. Promote a diverse, inclusive, culturally competent, and respectful workplace.

#### ADDITIONAL FUNCTIONS:

1. When necessary, attend and take minutes at Board of Managers meetings, prepare minutes for review.
2. Keep staff informed of meetings, events, and deadlines by disseminating written and verbal information in a timely manner. Attend and participate in staff meetings to keep abreast of staff activities and to share the same type of information with them so that work efforts can be coordinated.
3. Maintain office supplies. Perform routine maintenance, troubleshooting and staff training on office equipment (printer/copier, postage machine, phone equipment) and arrange for necessary service calls.

4. Effectively listens, speaks, and interacts tactfully in a work group or with the public.
5. Ability to manage conflict with citizens and others.
6. Follows oral and written instructions.
7. Communicates with a diverse group of co-workers, supervisors, and the public in a cooperative, effective, and respectful manner.
8. Responds promptly and develops positive working relationships with internal and external audiences
9. Selects and uses the most appropriate method of communication with the public or coworkers.
10. Produces effective and readable non-technical reports, documents, and correspondence.

*(The functions are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change.)*

**SALARY:** Salary range is from \$37,080 - \$55,620 and initial salary depends on qualifications and experience.

**MINIMUM QUALIFICATIONS:** The employee must possess High School diploma or GED equivalent. Three years of experience as administrative assistant including regular use of a personal computer, database management, word processing and spreadsheet software.

**KNOWLEDGE, SKILLS and ABILITIES:**

General

- Performs varied and challenging detail-oriented work.
- Ability to establish priorities, balance diverse work and implement projects successfully.
- Ability to take direction from supervisor and colleagues, work successfully with considerable independence (self-motivated) and use good time management skills.
- Excellent communication.

Reports to: The Administrator Assistant reports directly to, and is supervised by, the District Administrator. The position will meet with the District Administrator regularly to prioritize project workload commitments and to discuss issues pertaining to this position.

**APPLICATION PROCESS:**

This position is open until filled (First consideration February 28). Applications received during the final stage of the search are not guaranteed consideration. Apply by email to: [cbleser@rpbcwd.org](mailto:cbleser@rpbcwd.org). Attach to the email in PDF format only the following 2 items: Cover letter and Resume with 3 professional references. Complete application submissions will be acknowledged by return email.

Reviewed by CSB, TJ, MS, JM