



Position Announcement

Position: Executive Administrative Assistant

Date Officially Opened: 08/11/2026

Hourly Salary Range: \$26.85 to \$33.83 (DOQ)

(Full Salary Range to \$40.81)

Direct Supervisor: Chief Administrative Officer

Department: Administration

Normal Work Hours & Location: 8:00am to 5:00pm – Monday thru Friday – Admin Bldg. (900 N. Kealy, Lewisville, TX)

Position Function:

Under the direction of the Chief Administrative Officer and working closely with the Assistant to the Executive Director performs both, general and specifically assigned administrative duties in support of the Executive Director, Chief Operating Officer, District Engineer, and other members of the Executive Staff.

Typical/Essential Duties:

- Performs administrative duties by performing computer word processing (to include typing memos, letters, agendas, reports, and contracts as requested) organizing and filing pertinent information, maintaining department files, taking notes and transcribing Board minutes, copying information, and making travel arrangements for meetings, seminars, and conferences, track and manage expense report submissions.
- Plan, coordinate, and execute the tasks leading up to monthly Officers and Board of Directors meetings and executive staff meetings. Prepare agendas and Board packets prior to meeting dates.
- Receives Board Members, District Members, and guests into the Executive Suite, maintaining the highest standards of hospitality and efficiency. Coordinates and responds to inquiries and requests from such senior members, staff, and guests, whether in person or by phone.
- Performs administrative duties required to assist in the completion of varying types of special projects by researching, reviewing, and monitoring information, inputting data, and assisting with the preparation of summary reports.
- Assists the Executive Director and other members of the Executive Staff by providing necessary correspondence for Public Officials, Board of Directors, Members/Customers, General Public and others by assisting with the preparation of necessary reporting documents and other informational materials as needed or requested. Responsible for maintaining files, official contracts, and legal documents.
- Assists with setting up meetings by contacting individuals who are expected to be in attendance and then coordinating meeting dates and times, reserving and setting up meeting/conference rooms, and assisting with the preparation of presentations, documents and other meeting materials. Reviews and completes the final review of all documents that have been scanned into the Laserfiche Program.
- Performs back-up secretarial support duties for other departments when needed by answering telephones, receiving and distributing mail, obtaining signatures, as well as other duties as assigned.

Qualifications:**Education & Experience:**

- Knowledge of a specialized vocational, administrative, or technical field typically acquired through the completion of a two-year Associate's degree. A Bachelor's degree in a related field is preferred.
- Six (6) years of similar work-related experience working for Water/Wastewater utility or municipal government is required.
- Knowledge of and experience with general office practices, procedures, duties, and processes are required.

Knowledge, Skills & Abilities:

- Proficiency in Microsoft Office applications, including Word, Excel, PowerPoint, and Adobe.
- Ability to read, interpret, and understand contracts, resolutions, task orders, and other work-related documents.
- Ability to prepare letters, memoranda, agendas, meeting minutes, reports, and other written materials using Microsoft Office applications and computer-based systems.
- Strong organizational skills, with the ability to multitask, prioritize assignments effectively, manage time efficiently, and meet established deadlines.
- Strong attention to detail and a high degree of accuracy in performing assigned duties.

Other Requirements:

- Valid Texas Driver's License is required.
- Must be able to pass applicable pre-employment Drug Screen, Physical, and Background Checks.

Application Process

- All applicants must complete an employment application and submit it to the District's Human Resources Department.

Position is considered "Open Until Filled."