

# **PUBLIC WORKS DEPARTMENT**

## **City of Mountain Home – Job Announcement**

The City of Mountain Home is an Equal Opportunity Employer – we will make any reasonable accommodation necessary to ensure equal employment opportunities

- 1) A criminal background check is required for all City of Mountain Home positions.
- 2) The City of Mountain Home does not accept unsolicited resumes.
- 3) A separate application must be submitted to apply for another open position in the City.
- 4) Only completed applications with work history will be accepted.
- 5) A resume may accompany the City application but will not be substituted for any part of the application.
- 6) Accompanying resumes must refer to the specific job posting in order to be considered.
- 7) Applications must include complete work history and references.

### **POSITION DETAILS:**

**Date Posted:** 4/18/25

**Posting Expires:** 10 days/until filled

**Contact Phone:** 870-425-7042

**Department:** Public Works

**Location:** Water Department

**FLSA:** Exempt

**Title:** Executive Assistant

**Grade & Status:** Grade 17 FT

**Salary:** \$24.07 starting

**DAYS & HOURS OF OPERATION:** 7:00 am – 3:30 pm. Monday - Friday

**WHERE TO APPLY (in person or via us mail):** City of Mtn Home HR  
720 S Hickory St.  
Mountain Home, AR 72653

### **JOB NOTICE -**

**APPLICANTS MUST BE 18 YEARS OF AGE OR OLDER. APPLICANTS MUST MEET OR EXCEED ALL REQUIREMENTS.**

### **DESCRIPTION**

**Job Summary:** The Executive Assistant provides high-level administrative and strategic support to the Public Works Director, ensuring efficient office operations and effective coordination across departmental divisions. This role requires exceptional organizational skills, discretion, and the ability to work independently while managing multiple priorities. The Executive Assistant acts as a key liaison between the Director, staff, and external stakeholders, facilitating communication and streamlining administrative processes.

**Supervision Received:** Reports directly to the Public Works Director, working under minimal supervision. The position requires a high degree of independence, initiative, and sound judgment, consulting with the Director about complex matters.

**Supervision Exercised:** May provide guidance and coordination support to administrative staff as needed.

#### **Essential Duties & Responsibilities:**

- Manages executive scheduling, including coordinating meetings, appointments, and travel arrangements for the Director.
- Screens calls, inquiries, and correspondence, responding on behalf of the Director when appropriate.
- Drafts, edits, and finalizes executive-level correspondence, reports, and presentations with a high degree of accuracy and professionalism.
- Organizes and maintains confidential files, including personnel records and departmental documentation.
- Coordinates and prepares materials for meetings, including agendas, reports, and follow-up action items.

- Tracks and monitors departmental deadlines, ensuring timely completion of projects and deliverables.
- Assists in the preparation and administration of the department's budget, monitoring expenditures and processing financial documents.
- Manages procurement activities, including purchase orders, vendor contracts, and inventory tracking.
- Oversees office operations, ensuring seamless workflow and efficient administrative processes.
- Facilitates public bid administration and maintains records related to procurement and contracts.
- Develops and maintains complex data reports, spreadsheets, and analytics to support departmental decision-making.
- Serves as a primary point of contact for internal and external stakeholders, handling sensitive information with discretion.
- Assists with special projects and initiatives as assigned by the Director.

**Required Knowledge, Skills, and Abilities:**

- Strong knowledge of executive support functions, office management practices, and departmental operations.
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Adobe Acrobat.
- Excellent written and verbal communication skills, with the ability to draft and edit professional documents.
- Ability to manage multiple tasks, prioritize workload, and meet deadlines in a fast-paced environment.
- Strong problem-solving skills, attention to detail, and ability to anticipate the needs of the Director.
- High level of discretion and ability to handle confidential information with professionalism.
- Strong interpersonal skills, with the ability to interact effectively with executives, employees, and the public.

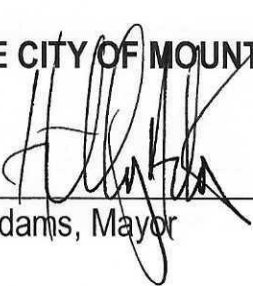
**Working Conditions:** This role operates in a confidential office environment, requiring the ability to handle multiple responsibilities concurrently while responding promptly to inquiries and requests. The position involves managing sensitive personnel matters and requires discretion, adaptability, and initiative.

**Minimum Qualifications:**

- (Preferred) Associate's degree in office management, business administration, or a related field preferred.
- At least five years of progressively responsible administrative experience, including executive-level support.
- Equivalent combinations of education and experience demonstrating required competencies will be considered.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and/or requirements.

**THE CITY OF MOUNTAIN HOME IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.**

  
Hillrey Adams, Mayor

PUBLIC NOTIFIED VIA:  
CITY BULLETIN BOARDS  
CITY WEBSITE  
INDEED.COM