

Confidential Assistant:

Starting Pay: 50,618.70 per year

Job description:

Under direction provides high-level administrative support to executive staff including the Executive Director, Deputy Executive Director, Director of Administration, Director of Finance, and Managers, handling sensitive and confidential matters with professionalism and discretion. This role involves managing schedules, communications, documents, and various administrative tasks, to assist with ensuring the effective and efficient operations the Authority. Responsibilities:

- Manage and protect confidential documents, communications, and sensitive information, always ensuring full confidentiality.
- Assist with managing and organizing public records for retention and destruction.
- Coordinate executive staff calendars, schedule appointments, meetings, and events, and prioritize tasks and activities based on importance as needed.
- Arrange logistics for meetings, trainings, and special events, including procuring venues, assisting in the creation of agendas and materials, and the overall organization of the event, while ensuring all information remains secure. This includes employee retreats and training, employee gatherings and any other event the Executive Director deems necessary for the effective and efficient operations of the Authority.
- Arrange transportation to and register employee attendance at external events such as AWWA Conference, NJ Water Association Conference, AEA Conference and the NJLOM Conference.
- Serve as a point of contact for internal staff and external stakeholders and executive staff, filtering and redirecting inquiries, and ensuring appropriate responses while maintaining confidentiality.
- Perform day-to-day office tasks such as filing, answering phone calls, managing office supplies, and assisting with other administrative duties as needed.
- Conduct research, gather data, and prepare summaries or reports for the executive staff.
- Prepare, proofread, and manage official documents, correspondence, presentations, and reports, ensuring accuracy and confidentiality. These

include but are not limited to resolutions, new service connections, will-serve letters, policies and procedures, and public notifications.

- Assist with purchasing including but not limited to preparing bid specs, creating resolutions, paying bills, and ordering.
- Manage licensing and permitting renewals as necessary.
- Assist in the paying of quarterly taxes.
- Support the executive staff in the coordination and execution of ongoing projects or initiatives by tracking deadlines, assisting with follow-up, and maintaining project-related documents Support the executive staff with the preparation of Board Meetings.
- Assist in updating and maintaining confidential emergency management plans, communications plans, and business continuity plans.
- Other work as directed

Qualifications:

Minimum Qualifications: Bachelor's degree preferred

Knowledge and Abilities:

- Understanding and appreciation of the Atlantic City Municipal Utilities Authority's mission statement, vision, and core values.
- Proven experience in administrative or executive assistant roles, with a strong focus on confidentiality.
- Exceptional organizational and time-management skills, with the ability to prioritize tasks effectively.
- Excellent written and verbal communication skills, with attention to detail.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Edmunds, and other office software.
- Ability to maintain discretion and confidentiality when handling sensitive matters.
- Strong problem-solving abilities and the ability to handle high-pressure situations with professionalism.
- Knowledge of legal and ethical standards related to confidential information.
- Professional demeanor, reliable, and trustworthy.
- Ability to work effectively in a team environment.
- Ability to handle multiple tasks, such as managing appointments, emails, calls, and administrative duties without compromising quality or confidentiality.

- Skilled in event planning, including meetings, conferences, and business-related gatherings.
- Ability to remain calm and composed under pressure, especially in urgent or stressful situations.
- Appointees in Municipal Water Utilities will be required to attend Incident Management training within a specified timeframe as determined by the Authority
- Training may include but not be limited to:

ICS- 700 NIMS, An Introduction

ICS-100 Introduction to ICS or equivalent

ICS- 200 Basic ICS or equivalent

Job Type: Full-time

Benefits:

- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance