



MILE HIGH FLOOD DISTRICT

2480 W. 26th Avenue, Suite 156B Denver, CO 80211

303-455-6277, FAX 303-455-7880, www.mhfd.org

An Equal Opportunity Employer

Protecting people, property, and our environment through preservation, mitigation, and education.

ADMINISTRATIVE ASSISTANT

Description:

This is a full-time, non-exempt position as an Administrative Assistant with the Mile High Flood District (MHFD). This position provides support to District staff through a variety of tasks related to projects, organization, standardization, and communication. The position will require up to 40 hours per week from 8:00 am to 5:00 pm, Monday through Thursday, and 8:00 am to 4:00 pm on Fridays.

Duties and Responsibilities:

- Performs contract administration services for all District vendors and local government partners from development to final execution.
- Assembles monthly pay estimates for prequalified contractors.
- Assists Engineering Managers in the development of PowerPoint presentations for various audience types ranging from Board of Directors to the public.
- Performs typing, formatting, and proof-reading of various document types including technical reports
- Produces and distributes memorandums, letters, and other correspondence
- Maintains various District database programs and contact lists
- Coordinates annual tasks including mailings, surveys, and vendor renewals.
- Maintains District standard templates such as legal contracts and correspondence templates.
- Coordinates meetings, including scheduling, meeting materials, presentations, and catering.
- Takes and transcribes meeting minutes.
- Front desk back-up for lunch breaks and vacation: Screens and directs calls; greets and directs visitors; processes mail.
- Coordinates pick-up and delivery of courier services.
- Assists in the maintenance of the District's records management program according to procedures.
- Coordinates communication between contractors and consultants with staff to include RFPs
- Performs copying, scanning, filing, and other clerical duties as required.
- Performs other duties as requested by staff or assigned by the Human Resources Director.

Minimum Qualifications:

- Associates degree in Business Administration or related field
- Five (5) years' administrative experience
- Proficient in MS Office Suite, including Word, Excel, PowerPoint, and Access

Key Competencies:

- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem-solving.
- Strong command of the English language; including punctuation, spelling, and grammar.
- Ability to work effectively with other employees, the public, and other agencies.
- Intermediate to high-level document formatting skills.

- Working knowledge of basic records management procedures.
- Professional attitude and appearance

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 15 lbs.

Availability and Salary:

- Immediate Opening
- Starting compensation range: \$40,000 - \$50,000 (Compensation will commensurate with experience)
- Application Closing Date: Until Filled

Contact:

Send cover letter and résumé to Amelia Deleon, Human Resources Director, adeleon@mhfd.org

Last revised: September 2021