



Virgin Islands Waste Management Authority

Job Vacancy Announcement

Executive Administrative Specialist

St. Croix

Exempt

SALARY: Commensurate with Experience

DEADLINE: Open Until Filled

SUMMARY:

The Executive Administrative Specialist will organize and coordinate office administration and procedures, and provide clerical, secretarial and administrative office support to a director or senior staff member. This position is distinguished from other clerical or administrative classes by the level of confidential and professional support provided. The position exercises considerable independence in routine administrative matters, which often involves handling a broad scope of proprietary and private information. The applicant must have a thorough knowledge of government functions, policies, rules, regulations, and objectives.

DUTIES AND RESPONSIBILITIES:

- Assists the Solid Waste Director and staff with the timely submittal of complete and accurate procurement documentation.
- Provides complex administrative support to the Solid Waste Division which includes, but is not limited to: preparing correspondence, receiving visitors, coordinating and managing the Director's schedule, conference calls and meetings, maintaining calendars, preparing meeting agendas in accordance with established practices, making travel arrangements, document creation, frequent written and verbal communication with employees and department heads, working with external vendors and providers, tracking invoices, and file management.
- Assists with the development of standard operating procedures for the department.

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- Completes payroll routinely and efficiently according to pre-established guidelines.
- Prepares complex spreadsheets, worksheets, and tables.
- Collects and disseminates information.
- Assures the Division is fully prepared for all official and unofficial proceedings with up-to-date information and background data, complete agendas and documentation, and accurate schedules.
- Performs special projects and prepares various forms and reports on behalf of the Division.
- Maintains contact with employee groups, professional organizations, legal counsel, and government agencies.
- Reviews and verifies materials for completeness and conformance with established standards and policies.
- Serves as liaison between applicable support staff, internal departments, and the public.
- Prepares, types and proofreads a variety of complex documents and materials.
- Keeps current with trends and developments related to essential job competencies.
- Performs all other duties as assigned by supervisor(s).

EDUCATION, LICENSE AND EXPERIENCE:

- High school diploma or GED from an accredited school required.
- A four-year degree from an accredited university in accounting, finance, business administration or a related field preferred.
- Four years of relevant experience including at least one year with a utility, government agency or public service organization required.
- Knowledge of Generally Accepted Accounting Principles (GAAP) required.
- Valid Virgin Islands Driver Licensure is required.
- Certifications in accounting or finance are preferred.

Virgin Islands Waste Management Authority is an Equal Opportunity Employer

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