



VACANT POSITION

Job Title: Executive Secretary
Department: Administration
Reports to: General Manager
FLSA Status: Exempt-43,078.23 annual
Full Time Position and Full Benefits

A completed Laguna Madre Water District job application is required to be considered for this position.

Summary:

The Executive Secretary is a highly skilled administrative professional who provides essential support to the General Manager and other senior staff. The role requires excellent organizational skills, discretion, and the ability to anticipate the needs of high-level staff to ensure the efficient operation of the executive's office.

Duties & Responsibilities - included and not limited to the following:

- Operates under the full supervision and trust of the General Manager.
- Maintains strict confidentiality of sensitive information and company matters.
- Prepares and distributes agendas for board meetings, coordinates meeting logistics, and serves as recording secretary by documenting action minutes. Attends to all Board Meetings.
- Schedules appointments, maintains calendars, arranges business itineraries, and coordinates travel for General Manager, senior staff and Board Members of the Board of Directors.
- Process request for payments, reimbursement as requested by the General Manager
- Responds to incoming calls by providing necessary information, taking messages, or directing calls to the appropriate personnel, welcomes visitors and guide them to the appropriate locations.
- Maintains and enhances an existing comprehensive filing system.
- Provides the General Manager with requested documentation, including contracts and agenda details.
- Supports the General Manager in the implementation of the Elections protocol.
- Determines proper file designation and see that the proper directives and related material are completed.
- Executes Notary Public duties.
- Responsible for ordering and maintaining office supplies inventory for administration staff.
- Orders and sends monthly birthday greetings and holiday season cards to employees via standard mail.
- Coordinates (LMWD) events, including summer gatherings and holiday season anniversary luncheons.
- Performs other duties as assigned.

Requirements/Skills/Abilities:

- Must complete a Board Meeting training.
- Must have or be able to obtain a Notary Public License from The American Association of Notaries
- High school diploma or GED is required.
- The position requires proficiency in administrative and secretarial duties.
- Over three years' secretarial experience or related work; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities,
- Microsoft office, ability to communicate effectively, orally and in writing.
- Ability to coordinate multiple projects simultaneously, ability to utilize computers and software for various functions.
- Ability to research, evaluate, and analyze new techniques, methods, and procedures.
- Ability to establish and maintain effective working relationships with employees, associates, Board officials, and the public.
- Ability to effectively present information in one-on-one and in teams.

Remote/Onsite position

This is an onsite employment position that requires an employee to work from a designated physical location.

Physical Requirements

Physical requirements include occasional lifting/carrying of up to 50 pounds; visual acuity, speech, and hearing; hand and eye coordination, and manual dexterity necessary to operate a computer keyboard. Subject to sitting, standing, walking, kneeling, and stooping to perform the essential functions. Working conditions are inside of an office environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

APP/EEO Statement:

LMWD is an Equal Opportunity Employer. In compliance with the American with Disability Act (ADA) and the American with Disability Act amended Act (ADAAA) LMWD will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer

To apply, please visit www.lmwd.org/opportunities and download job application, and send it with your resume to: Human Resources Department or via email to hr_lmwd@lmwd.org



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Phone 956-943-2626 Fax 956-943-6662

FOR OFFICE USE ONLY

Action (s)

Date (s)

APPLICATION FOR EMPLOYMENT “An Equal Opportunity/Affirmative Action Employer”

Instructions: Read the job announcement before filling out this application. Complete each item accurately with detail. Resumes may be submitted but will not be accepted in lieu of a completed application. A District application is required for each Job for which you are applying. Incomplete and/or unsigned applications will not be accepted. In compliance with federal law, all persons employed by LMWD must submit proof of identity (copy of driver’s license and proof of eligibility to work in the United States. The LMWD is a drug free workplace. Applicants who are considered for a position with LMWD will be required to undergo and successfully complete drug and alcohol testing before a position will be offered to them. Employees of LMWD may be required to undergo drug and alcohol testing during the course of their employment in accordance with LMWD policies. The LMWD does not discriminate on the basis of race, color, religion, sex, national origin, age, citizenship status or disability with respect to the terms, conditions or privileges of employment or with respect to recruitment for employment.

PERSONAL DATA

(Last Name) (First Name) (Initial)

(Street Address, RFD, or P.O. Box)

(City) (State) (Zip Code)

Phone Number: Alternate Phone:

Position Applied For:

You will be available to start work effective when?

Have you ever been employed by LMWD? ☐ Yes ☐ No If yes, date(s)

Are you or your spouse related to any LMWD officer or employee of this employer? ☐ Yes ☐ No

If yes, name of officer or employee

EDUCATION AND TRAINING

Name of Schools Attended and Location	Dates Attended From To	Major Field	Degree Received

List and describe any training licenses, certifications, language proficiencies or other qualifications which have not been previously listed that you believe relate to the position for which you are applying. Be specific.

SKILLS

List all skills and other training you have received and that you believe will allow you to perform the work required.

EMPLOYMENT EXPERIENCE

List each position held. Start with your present or most recent assignment and work backward. If you need additional space, please continue on separate sheet(s) of paper.

May inquiry be made of your present employer? ☐ Yes ☐ No

NAME AND ADDRESS OF EMPLOYER	FROM		TO		REASON FOR LEAVING
	Mo.	Yr.	Mo.	Yr.	
	POSITION HELD & DESCRIPTION OF DUTIES:				
Supervisor:					
Telephone:					
Salary:					
	FROM		TO		REASON FOR LEAVING
	Mo.	Yr.	Mo.	Yr.	
	POSITION HELD & DESCRIPTION OF DUTIES:				
Supervisor:					
Telephone:					
Salary:					
	FROM		TO		REASON FOR LEAVING
	Mo.	Yr.	Mo.	Yr.	
	POSITION HELD & DESCRIPTION OF DUTIES:				
Supervisor:					
Telephone:					
Salary:					
	FROM		TO		REASON FOR LEAVING
	Mo.	Yr.	Mo.	Yr.	
	POSITION HELD & DESCRIPTION OF DUTIES:				
Supervisor:					
Telephone:					
Salary:					
	FROM		TO		REASON FOR LEAVING
	Mo.	Yr.	Mo.	Yr.	
	POSITION HELD & DESCRIPTION OF DUTIES:				
Supervisor:					
Telephone:					
Salary:					

ADDITIONAL INFORMATION

By law, you must be authorized to work in the United States in order to be employed by the Laguna Madre Water District. If you are one of the following, please check this box: ☐

- A citizen or a national of the United States.
- An alien lawfully admitted for permanent residence.
- An alien authorized by the Immigration and Naturalization Service to work indefinitely in the United States.

Have you ever been convicted of a felony or other crime? ☐ Yes ☐ No

If yes, please explain. (You may omit convictions for minor traffic violations unless the position for which you are applying requires the operation of a motor vehicle. Conviction will not result in your automatic disqualification for employment. The seriousness of the crime, the date of conviction, and the relevance of the crime to this position will be considered.)

If the position for which you are applying requires operating a motor vehicle, do you have a valid Texas driver's license?

☐ Yes ☐ No If yes, type of license: ☐ Operator ☐ Commercial Type _____ ☐ Chauffeur

REFERENCES

List three persons not related to you who are qualified to describe your capabilities for the position you seek.

Name	Address	Phone	Occupation

Have you been fired or asked to resign from a job within the last five years? YES NO

How did you find out about this vacancy? Newspaper _____ Work in Texas _____ LMWD Employee _____

Other _____, Specify _____

ATTESTATION

I hereby authorize this employer to review and obtain my employment records from all of the employers listed above, and by my signature below, and I authorize any former employer to release to this employer or its authorized representative any and all employment records and other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents verifying my identity and eligibility for employment. In addition, I understand that, if selected for an interview, true copies of driver's license, all degrees, certificates, or licenses listed on this application will be required before an employment decision can be made. A photocopy of this authorization shall be as valid as the original.

I certify that the statements and information contained herein are true, complete, and correct to the best of my knowledge, and I understand that any misrepresentation made in this application will result in failure to hire me or, in the event of my employment, will result in my discharge.

I understand and agree that any offer of employment will be contingent upon my satisfactorily passing a drug, alcohol, test and a background check.

Further, I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time, and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge.

I also understand that only written representations and promises of this employer will be enforceable.

NOTE: If you are called for an interview, you must bring your valid driver's license, copy of High School Diploma, GED Certificate, College Transcripts, Copy of Degree, Copy of any other Training Certificates.

Signature of Applicant: _____

Date: _____

FOR OFFICIAL USE ONLY

Interviewed by: _____

Date: _____

Date of Employment: _____

Position Title: _____

Hourly Rate/Salary: _____

Department: _____