



JOB OPENING

Executive Assistant

The Littleton Electric Light and Water Departments (LELWD) is accepting applicants for the position of Executive Assistant.

The Executive Assistant, who will report to the LELWD General Manager, is responsible for providing complex, administrative, clerical, and technical support to the General Manager, Assistant General Manager, Senior Staff, and the Board of Commissioners in order to assist in the day to day activities at the LELWD.

A Bachelor's Degree in a related field with good organization, communications and computer skills are necessary. The applicant must also have the ability to use discretion and deal with confidential and sensitive matters is paramount.

Salary range is \$50,000 to \$60,000 based on experience and qualifications. A job description and requirements are available on our website, www.lelwd.com or by requesting a job description via email hr@lelwd.com.

Resumes will be received in the Offices of the Littleton Electric Light and Water Departments via email (hr@lelwd.com) until the job is filled.

Nicholas Lawler, P.E.
General Manager
Littleton Electric Light and Water Departments