# Administrative Assistant

**Moorhead Public Service (MPS) is accepting applications for an Administrative Assistant.** Under general supervision, this position provides administrative support to MPS staff and the Moorhead Public Service Commission, including reviewing and editing written materials; preparing for meetings; reviewing specifications and implementing bid processes; attending public meetings; performing contract management; and assisting with maintaining records management.

**Minimum qualifications include** a certificate or diploma in administrative professional studies, business, or public administration from a post-secondary institution, and two (2) years of responsible administrative support experience.

**Desired qualifications include** three (3) years of responsible administrative support experience in a public sector or utility office, with experience in contracts, competitive bidding processes, and/or records management and retention practices; advanced training in Microsoft Office, and training in Adobe Standard or similar software.

The 2026 wage range is $23.83 to $36.65 per hour. This position is represented by IBEW – union wages and benefits apply.

**Application form and job description are available at https://www.mpsutility.com/index.php/en/employment-opportunities/newest-jobs** or by calling 218.477.8000, Option 4.

**Applicants MUST complete an MPS Application for Employment to be considered for employment with MPS. EOE.**

**Closing Date: Friday, November 20, 2026.**

# JOB NOTICE

## Administrative Assistant

**POSITION SUMMARY**

Under general supervision, this position provides administrative support to Moorhead Public Service (MPS) staff and the Moorhead Public Service Commission (Commission), including reviewing and editing written materials; preparing for meetings; reviewing specifications and implementing bid processes; attending public meetings; performing contract management; and assisting with maintaining records management.

**JOB DUTIES OR ESSENTIAL FUNCTIONS**

The essential functions of the position include, but are not limited to, the following:

- Provides administrative support to MPS staff and the Commission, including:
  - Reviewing and editing written materials.
  - Meeting preparations and set-up for staff and public meetings.
  - Reviewing specifications and implementing competitive bid processes (advertising, attending bid openings, preparing bid tabulation sheets, etc.)
  - Performing contract management, including execution of contracts and distribution of contracts to appropriate parties.
  - Assisting with policies, standard operating procedures, and compliance records.
  - Screening, processing, and distributing incoming mail and e-mails.
  - Attending Commission meetings and acting as the recording secretary to the Commission based upon a rotating schedule with MPS' other Administrative Assistants and Executive Assistant.
  - Reviewing, editing, and compiling reports, presentation materials, correspondence, and meeting agenda information.
  - Completing documents and contracts approved by the Commission.
  - Preparing Commission documents for the Moorhead City Council.
- Assists Records Management staff with uploading required documents to ensure compliance with Minnesota statutes.
- Assists with social media and other communication activities of MPS, such as press releases, public events, employee events, and publications, as requested by Communications, Marketing, and Energy Services staff.
- Coordinates and organizes the preparation of MPS' Annual Management Report based upon a rotating schedule with MPS' other Administrative Assistants and Executive Assistant.

- Receives and files quotations from staff and prepares purchase orders as needed.
- Coordinates orders for MPS-provided uniforms.
- Handles, prepares, and/or processes documents pertaining to confidential matters as requested.
- Performs other duties as requested.

**COMPETENCIES**

To perform this position successfully, an individual must be competent in the following areas:

- Kindness and Understanding. Must be able to exhibit kindness and understanding and be fair-minded and reasonable. Must be approachable and exhibit good judgment when handling personal issues. Must be confidential and protect the privacy of all employees.
- Analytical. Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Designs workflows and procedures.
- Problem Solving. Must be able to handle problems of the job on a regular basis. Employees may be involved in situations where conflict occurs between employees, customers, or other parties. Regardless of the problems or issues that may occur, the individual must be able to resolve them effectively.
- Results. Able to articulate and drive the need for timely, high-quality results. Motivates by personal example of hard work and is dedicated to results. Internally driven to achieve high personal standards. Institutes systems to monitor progress and ensure sustainable results. Anticipates, diagnoses, and works through roadblocks. Continually seeks to improve work results and methods.

**MINIMUM QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience, and training required.

Education

Certificate or diploma in administrative professional studies, business, or public administration from a post-secondary institution.

Experience

Two (2) years of responsible administrative support experience.

Training, Certificates, Licenses, and Other Requirements

Personal qualities consistent with MPS' Culture Values – be positive, be appreciative of others, be respectful, be a team player, and be engaged.

**DESIRED QUALIFICATIONS**

The requirements listed below are representative of the formal education, experience, and training preferred to exceptionally perform all the functions of this position.

Experience

Three (3) years of responsible administrative support experience in a public sector or utility office with experience in contracts, competitive bidding process, and/or records management and retention practices.

Training, Certificates, and Licenses

- Microsoft Office advanced training.
- Adobe Standard or similar software training.

**COMPLEXITY**

While performing the normal duties of this job, there are related steps, processes, and methods that require this position to recognize clear differences in a variety of situations.

**RESPONSIBILITY**

Supervision

General supervision is provided while performing the normal duties of this job.
This position exhibits no supervisory responsibilities.

Impact

While performing the normal duties of this job, this position's work product or services affect the accuracy, reliability, or acceptability of further processes or services.

**REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS**

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, this position:

- May occasionally climb up to 80 steps, bend/stoop, stand, walk, lift and/or carry up to 20 lbs., and talk; frequently use repetitive motions and drive; and continuously sit, finger/enter data/keystroke, and hear.
- Will use close vision, color vision, and peripheral vision.

Work Conditions

While performing the duties of this job, this position will experience exposure to inside environmental conditions.

**WAGE AND APPLICATION INFORMATION**

The 2026 wage range is $23.83 to $36.65 per hour. This position is represented by IBEW – union wages and benefits apply.

**Anyone interested in applying for a position at Moorhead Public Service (MPS) must complete an official MPS Application for Employment in order to be considered for employment with MPS.** Applications are available at **https://www.mpsutility.com/index.php/en/employment-opportunities/newest-jobs** or by calling 218.477.8000, Option 4.

Upon completion of an MPS Application for Employment, you can submit the application in one of three ways:

1. **Print and mail** to:
   Moorhead Public Service
   c/o Employment Opportunities
   P. O. Box 779
   Moorhead, MN 56561-0779

2. **Scan and e-mail** to jobs@mpsutility.com. **If you do not receive immediate confirmation that we received your e-mail (via an automated message), please call 218.477.8000, Option 4, to confirm receipt of your e-mail.**
   (NOTE: Depending upon your computer's software, you might not be able to save the MPS Application, so you will need to print it and then scan it before e-mailing it to us.)

3. **Print and deliver** to MPS' Business Office located at 2901 South Frontage Road, Suite 2, Moorhead. The office is open Monday through Friday, 8:00 AM until 4:30 PM, excluding holidays.

**Closing date: Friday, November 20, 2026.**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job notice should not be construed to imply that these requirements are the exclusive responsibilities of the position. Other duties may be required by the supervisor. The job notice does not constitute an employment contract between the employer and the employee. It is subject to change as the needs of the employer and requirements of the job change.

MOORHEAD PUBLIC SERVICE
connecting our community

2901 South Frontage Road, Suite 2
P. O Box 779
Moorhead, MN 56561-0779

# Application for Employment

We welcome you as an applicant for employment with Moorhead Public Service (MPS). It is the policy of MPS to provide equal opportunity in employment. MPS will not discriminate on the basis of race (including traits associated with race, including, but not limited to, hair texture and hair styles such as braids, locs and twists), color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity, or any other basis protected by law.

Please furnish complete information so we may accurately and completely assess your qualifications. You may attach any other information that provides additional details about your qualifications for employment in the position you seek. Please refer to the enclosed Applicant Data Practices Advisory for guidance regarding how your application information will be used, the consequences of providing or not providing your information, and more.

MPS accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact Human Resources at 218-477-8013.

**Please print in INK or type when completing this application.**

## Personal Information

| Name: (Last) | (First) | (MI) |
|---|---|---|
| Street Address: | | |
| City, State, Zip: | | |
| Phone Number: | Alternate Phone Number: | |
| E-mail: | | |

| Title of position applying for: |
|---|

| | |
|---|---|
| Are you at least 18 years old? | ☐ Yes ☐ No |
| Will your continued employment require “employer sponsorship?" | ☐ Yes ☐ No |
| Are you legally eligible to work in the United States in the position for which you are applying?<br>*Proof of citizenship or work eligibility will be required as a condition of employment.* | ☐ Yes ☐ No |

# Educational Information

| School Name and City/State | Did you Graduate | Certificate/Diploma/Degree Earned | Major/Minor |
|---|---|---|---|
| High School: | ☐ Yes<br>☐ No<br>☐ GED | | |
| Technical/Vocational: | ☐ Yes<br>☐ Attending<br>☐ No | | |
| College/University: | ☐ Yes<br>☐ Attending<br>☐ No | | |
| College/University: | ☐ Yes<br>☐ Attending<br>☐ No | | |
| College/University: | ☐ Yes<br>☐ Attending<br>☐ No | | |

Please list any additional training, licenses, registrations, or certificates you possess that may be related to this position:

***Please note that you will be asked to provide proof of possessing a valid driver's license if it is a minimum requirement for the position applied for.***

# Employment Experience

List current or most recent employer first. Resumes will only be considered in addition to, but not in lieu of, this application.

| Company | Name of Last Supervisor | Hrs./Week Worked |
|---|---|---|
| Address | Start Date | |
| City, State, Zip | End Date | |
| Phone Number | Last Job title Check if Current Employer ☐ | |
| Reason for leaving (be specific): | | |
| Describe your work in this job: | | |

| Company | Name of Last Supervisor | Hrs./Week Worked |
|---|---|---|
| Address | Start Date | |
| City, State, Zip | End Date | |
| Phone Number | Last Job title Check if Current Employer ☐ | |
| Reason for leaving (be specific): | | |
| Describe your work in this job: | | |

| Company | Name of Last Supervisor | Hrs./Week Worked |
|---|---|---|
| Address | Start Date | |
| City, State, Zip | End Date | |
| Phone Number | Last Job title | Check if Current Employer ☐ |
| Reason for leaving (be specific): | | |
| Describe your work in this job: | | |

| Company | Name of Last Supervisor | Hrs./Week Worked |
|---|---|---|
| Address | Start Date | |
| City, State, Zip | End Date | |
| Phone Number | Last Job title | Check if Current Employer ☐ |
| Reason for leaving (be specific): | | |
| Describe your work in this job: | | |

# Unpaid Experience

Describe any unpaid or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information that would reveal race, sex, religion, age, disability, or other protected status).

# Military Experience

| Did you serve in the U.S. Armed Forces? |
| --- |
| Describe your duties below: |
| Do you wish to apply for Veterans' Preference Points? |
| If you answered "yes," you must complete the enclosed application for Veterans' Preference points, and submit the application and required documentation to MPS by the application deadline of the position for which you are applying. |

# Authorization

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I acknowledge that I have received a copy of the Job Notice for the position/s for which I am applying. I further acknowledge my understanding that employment with Moorhead Public Service is "at will," and that employment may be terminated by either Moorhead Public Service or me at any time, with or without notice.

With my signature below, I am providing Moorhead Public Service authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?," contact with my current employer will not be made without my specific authorization.

I have read the included Applicant Data Practices Advisory, and I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify Moorhead Public Service, in writing, of any changes to information reported in this application for employment.

Signature _____ Date _____

# Veterans' Preference

**COMPLETE THIS FORM ONLY IF YOU ARE CLAIMING VETERANS' PREFERENCE**

**NOTE: VETERANS' PREFERENCE POINTS CANNOT BE CONSIDERED WITHOUT SUPPORTING DOCUMENTATION. ATTACH COPY OF "VETERAN'S DD214 COPY 2, 4 or 6), OR OTHER DOCUMENTATION VERIFYING MILITARY SERVICE.**

**DOCUMENTATION MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE NO LATER THAN SEVEN (7) CALENDAR DAYS AFTER THE DEADLINE DATE FOR THE POSITION.**

**You must submit a PHOTOCOPY of your DD214 (Copy 2, 4, or 6) or other documentation verifying military service to substantiate the services information requested on the form. Claims not accompanied by proper documentation will not be processed. For assistance in obtaining a copy of your DD214, or other documentation verifying military service, contact your County Veterans' Service Office.**

Moorhead Public Service operates under a point preference system, which awards points to qualified veterans to supplement their application. After receiving a passing score, ten (10) points are granted to non-disabled veterans on open competitive examinations; Fifteen (15) points are awarded if the veteran has a service-connected compensable disability as certified by the U.S. Department of Veterans Affairs (USDVA).

To qualify for preference for a **competitive exam**, you must have earned a passing score and been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days, **or** by reason of disability incurred while serving on active duty, **or** after having served the full period called **or** ordered for federal, active duty **and** be a United States citizen or resident alien. Veteran's preference may be used by the surviving spouse of a deceased veteran, and by the spouse of a disabled veteran who is unable to qualify because of the disability.

To qualify for preference on a **promotional exam**, a veteran must have earned a passing exam score and received a USDVA active-duty service-connected disability rating of 50% or more. For a promotional exam, a qualified disabled veteran is entitled to be granted five (5) points. Disabled veterans eligible for such preference may use the five points preference only once when applying for the first promotion after securing public employment.

Claims must be made on the form below and submitted with your application by the application deadline of the position for which you are applying. If the DD214 Copy 2, 4 or 6), or other documentation verifying military service, is submitted within 7 to our office separate from this sheet, please attach a note with it indicating the position for which you are applying and your present address.

| Name (Last) (First) (MI) | Position for which you applied closing date: | |
|---|---|---|
| Address (Street) (City) (State) (Zip) | Phone Number | Are you a US Citizen or Resident Alien? ☐ Yes ☐ No |

**VETERAN (10 points):**
(DD214 or DD215, Copy 2, 4, or 6,or other documentation verifying military service, must be submitted to receive points)
Honorably discharged veteran: ☐ Yes ☐ No

**DISABLED VETERAN (15 points):**
(DD214, Copy 2, 4 or 6, or other documentation verifying military service, and USDVA Summary of Benefits Letter showing a compensable service connected disability rating decision, usually 10% or more must be submitted to receive points)
Percent of Disability: _____%
Have you ever applied for promotion in public employment? ☐ Yes ☐ No

**SPOUSE OF DECEASED VETERAN (10 points or 15 if the veteran was disabled at time of death):**
(Veteran's DD214 or DD215, or other documentation verifying military service, photocopy of marriage certificate, spouse's death certificate and proof veteran is deceased must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran).
Date of Death: _____ Have you remarried? ☐ Yes ☐ No

**SPOUSE OF DISABLED VETERAN (15 points):**
(Veteran's DD214 or DD215, Copy 2, 4, or 6, or other documentation verifying military service, photocopy of marriage certificate, and USD VA Rating Decision showing a compensable service connected disability rating decision, usually of 10% or more, and which shows the nature of the disability, must be submitted to receive points.
How does veteran's disability prevent performance of a stated job "requirement?" Due to the veteran's service-connected disability the veteran is unable to qualify for this position because (be specific):_____

_____

***AFFIDAVIT***: **I hereby claim Veterans' Preference points for this examination and swear/affirm that the information given is true, complete, and correct to the best of my knowledge. I hereby acknowledge that I am responsible to obtain the required Veterans' Preference verification documents and submit them to MPS by the required application deadline.**

_____ _____
Signature Date

# Information Regarding Claiming Veterans' Preference

Preference points are awarded to qualified veterans as defined by Minn. Stat. § 197.447, and to certain spouses of deceased or disabled veterans subject to the provision of Minn. Stat. §§ 197.447 and 197.455.

The veteran must:

1. be a U.S. citizen or resident alien;

2. have received a discharge under honorable conditions from any branch of the U.S. Armed Forces; AND have either:

    a. Served on active duty for at least 181 consecutive days, or
    b. Have been discharged by reason of disability incurred while serving on active duty, or
    c. Have completed the minimum active duty requirement of federal law, as defined by Code of Federal Regulations title 38, section 3.12a, i.e., having fulfilled the full period for which a person was called or ordered to active duty under Title 10 of the United States Codet, or
    d. Certified service and verification of "veteran status" granted under U.S. PL 95-202.

The information provided will be used to determine your eligibility for veterans' preference points. You are required to supply the following information:

1. Attach a copy of your DD214 or DD215, Copy 2, 4, or 6, or other documentation verifying military service. This copy must state the character of discharge; i.e., honorable, general, medical, under honorable conditions.

2. Disabled veterans must also supply a Military/United States Department of Veterans' Affairs Rating Decision or Summary of Benefits Letter that supports/verifies the fact that the veteran has a compensable Service connected disability.

3. A spouse of a deceased veteran, applying for preference points must supply their marriage certificate, the veteran's DD214 or DD215 Copy 2, 4, or 6, or other documentation verifying military service, a death certificate, verification of their marriage at the time of veteran's death, and that the spouse has not remarried.

Thank you for your military service and for your interest in employment with Moorhead Public Service. If you have any questions regarding veterans' preference, please contact MPS Human Resources at 218-477-8013 or your local County Veterans' Service Office.

# Equal Employment Opportunity Information

The information asked of you will be used to evaluate our overall efforts in reaching all segments of the population. The following information is VOLUNTARY and CONFIDENTIAL. This information is NOT A PART of the application file and is REMOVED from the application when received by our office. Moorhead Public Service appreciates your cooperation in our efforts to ensure affirmative action and equal opportunity.

Position(s) for which you are applying:

Gender:

☐ Male

☐ Female

☐ Other

With which racial/ethnic group do you identify?

☐ Black or African American

☐ Hispanic or Latino

☐ American Indian or Alaskan Native through Tribunal affiliation or community recognition

☐ Caucasian/White

☐ Asian

☐ Native Hawaiian or other Pacific Islander

☐ Two or more races

Disability status, defined as:

1) Has a physical or mental condition that substantially or materially limits a major life activity (such as walking, talking, seeing, hearing, or learning).
2) Has a history of a disability (such as cancer that is in remission).
3) Is regarded as having such an impairment.

Do you claim disability status? ☐ Yes ☐ No

# Applicant Data Practices Advisory

According to Minn. Stat. § 13.04, Moorhead Public Service (MPS) must advise you of the following:

**Purpose and Intended Use of the Data:**
MPS collects this information for purposes of selecting a candidate for hire. Your data will be used to determine the effectiveness of our recruiting efforts in reaching all segments of the population and in validation of our selection methods. For public safety positions, or in the event you are selected for hire, your data will be used to perform a criminal background check, including using the Bureau of Criminal Apprehension's' website. Consultant, MPS staff, and elected officials involved in the hiring process will have access to the data provided. Data may be shared upon court order, or provided to the state or legislative auditor upon request.

**Whether you May Refuse or Are Legally Required to Supply this Data:**
The Application for Employment, as well as supplying any data in the Application for Employment, is voluntary.

**Consequences Arising from Supplying or Refusing to Supply this Data:**
MPS takes pride in hiring the best candidates, but cannot do this without a complete application. Filling out the application is voluntary, and the more complete the application, the better your chances of conveying to MPS you are the best candidate for the job. Except for explicitly optional requested information, refusal to provide a complete application may result in immediate disqualification from consideration for a position.

Minors submitting this application have the right to request that parental access to private data be denied. If you wish to make this request, please submit the request in writing to:

Moorhead Public Service
Attn: Human Resources
2901 South Frontage Road, Suite 2
P.O. Box 779
Moorhead, MN 56561-0779