

**Community and Economic Development:
Executive Assistant
Statement of Interest**

A Statement of Interest is a professionally written and presented paper that answers for a review committee why you should be chosen for the position. You should provide information about what you have done to prepare yourself for the specific position of Executive Assistant and what skills you feel you possess that make you the best candidate for the position.

The written Statement of Interest will be evaluated for content, including training and experience, grammar, and spelling. Please limit your responses to one (1) typed page for each of the items below. Please include your name at the top of each page.

Please address the following areas:

- 1) Explain why you are interested in becoming the Executive Assistant for Community and Economic Development, and how your experience relates to this position.

- 2) This role will require an overall knowledge of the day to day operations of the department, overseeing project distribution and facilitating support staff operations. Please describe any experience you have in project tracking and expediting work flow and processes.

- 3) Describe your experience with customer service both externally and internal to the organization. This should include, but is not limited to, description of the customer and challenges working with them, types of communication used, and types of problem solving needed.

If you have any questions, please contact the Human Resources Department during normal business hours
Monday – Friday 8:00 am – 5:00 pm

City of West Des Moines
Human Resources
E-mail: humanresources@wdm.iowa.gov
Phone Number: 515-222-3616