



## **Administrative Coordinator**

Wastewater Treatment

Starting Pay Range: \$17.28hr - \$19.44hr

### **JOB SUMMARY**

This position coordinates administrative operations for the division.

### **MAJOR DUTIES**

- Answers telephone and greets visitors; provides information and assistance.
- Dispatches field personnel through supervisor.
- Maintains division time and production log
- Tracks tools and equipment
- Processes requisitions and purchase orders; codes invoices.
- Prepares quotes and orders inventory.
- Assist with SSO Sanitary Sewer Overflow documentation
- Tracks the division budget.
- Schedules staff training classes.
- Sorts and distributes mail.
- Attends safety meetings and records minutes.
- Assists in preparing annual budget requests.
- Maintains records of vehicle and equipment numbers.
- Performs related duties as assigned.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of modern office practices and procedures.
- Knowledge of agency and departmental policies and procedures.
- Knowledge of agency purchasing policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in the use of such office equipment as a scanner, fax machine, and copier.
- Skill in oral and written communication.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/ internship or having had a similar position for one to two years.