



Administrative Coordinator

Water Distribution

Starting Pay Range: \$18.56hr - \$20.88hr

JOB SUMMARY

This position coordinates administrative operations for the division.

MAJOR DUTIES

- Answers telephone and greets visitors; provides information and assistance; processes customer service calls and logs complaints.
- Dispatches field personnel through supervisor.
- Processes requisitions and purchase orders; codes invoices.
- Prices and totals warehouse tickets; logs inventory tickets; prepares quotes and orders inventory.
- Tracks the division budget.
- Maintains division files and records.
- Manages road-cut worksheet for ordering asphalt.
- 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.