

**TITLE:** Administrative Assistant

**REPORTS TO:** Director of Water/Wastewater Treatment

**GENERAL RESPONSIBILITIES:** Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the Water & Wastewater Treatment Department offices. Supports managers and employees through a variety of tasks related to the treatment facilities. Familiar with a variety of the departments' activities, practices, and procedures.

**SPECIFIC RESPONSIBILITIES:**

- Operates all office machines and equipment including computers, printers, copiers
- Understands computers and the procedures necessary to produce, store, and retrieve data and maintain organized system of data management
- Organizes and maintains filing systems for digital and non-digital records including oversight of State/Federal requirements of records
- Orders office & laboratory supplies and maintains inventory levels as required
- Prepares purchase orders and assists with vendor-related activities regarding billing management processes
- Maintains records of budgetary-related data for each department site and assists in the preparation of annual budgets and tracking of expenses
- Assists in the development, maintenance, and revision of required forms, plans, programs, and standard operating procedures regarding all phases of the Water and Wastewater Treatment Departments
- Assists in the development and submittal of required correspondences, reports, and applications as needed
- Assists with the scheduling and completion of routine and non-routine activities throughout the departments
- Performs other duties as required

**QUALIFICATIONS:**

- Obtained High school diploma
- Possesses valid driver's license
- Attention to detail and ability to follow directions
- Strong reading comprehension ability
- Strong written and verbal communication skills
- Strong organizational skills and ability to multi-task
- Knowledge of Microsoft Office
- Knowledge of bookkeeping principles and billing practices and procedures
- Ability to gain knowledge and understanding of Federal/State/Local water and wastewater regulations and requirements