



# Ross Valley Sanitary District Business and Administrative Coordinator

## **DEFINITION**

Under general supervision of a department manager, department analyst, or the General Manager, provides varied administrative office support work; coordinates a program and/or business processes; facilitates interdepartmental information flow and communication; administers a variety of projects.

## **DISTINGUISHING CHARACTERISTICS**

This class performs a wide variety of complex tasks and professional interactions with independence and confidentiality. Incumbents in this classification are required to use initiative, independent judgment and tact particularly when dealing with the public, District staff, management, and members of the Board of Directors.

This class is distinguished from the Administrative Specialist by the latter's responsibility to perform paraprofessional level administrative support in the areas of benefits administration, payroll processing and administration, general accounting and budgeting activities, human resource and labor relations support, and oversight and management for one or more small programs or business processes.

## **SUPERVISION RECEIVED AND EXERCISED**

Reports to a department manager or other professional or supervisory class as assigned. There are no direct reports.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Provide customer service by telephone, email, and/or counter service; attend to District customers or refer them to other District staff as appropriate; provide factual information that may require judgment and discretion as well as interpretation of policies and procedures.
- Review plans to calculate permit fees, receive payments, issue permits and schedule inspections.
- Process applications and assist in the administration of the District's grant, loan and rebate programs.
- Coordinate and administer established District policies and procedures, including insurance claims processing, procurement processing, and contract administration processing.
- Compose and edit a wide variety of correspondence, reports and other District documents, including publishing updates to the District website.

- Research and assemble information, verify that information or data is complete, accurate, and consistent; assist in the preparation of regularly scheduled reports.
- Develop, organize and maintain accurate filing systems using best business practice record keeping procedures (electronic and paper copies).
- Create templates and forms, and perform data entry using word processing, spreadsheets, and database tools.
- Schedule internal and external meetings, coordinate food and beverage for meeting attendees, prepare meeting agendas, take and transcribe accurate meeting minutes.
- Print, copy and collate documents; open, sort and distribute mail and other deliveries.
- Coordinate facilities management, including communicating with janitor, building maintenance and/or landscape services for routine and special requests.
- Inventory, review and order needed office supplies, research savings opportunities, and recommend suppliers.
- Assist the finance division performing specialized and technical functions and research projects as assigned.
- Support the engineering department and operations department with research and projects as needed.
- Serve as notary public for the District as needed.
- Serve as back up to the Clerk of the Board and attend occasional evening meetings as needed.
- Perform other duties as assigned.

## **REQUIREMENTS**

### **Knowledge**

- As assigned, knowledge of State and Federal laws, District standards, and regulations applicable to District programs and projects.
- Basic knowledge of practices and methodologies for administrative support, research, prioritization, records management, and customer service operations.
- Use and maintenance of standard office equipment, computer hardware and software.

### **Skills and Abilities**

- Communicate clearly and effectively in English, both orally and in writing.
- Read, understand, and interpret documents, job-related policies, and procedures.
- Present information and respond to requests from staff, department managers, other government agency representatives, and the public.
- Proficient use of office equipment, Microsoft Office software, and other information systems as required.
- Strong organizational skills with the ability to multi-task and prioritize effectively.
- Attention to detail, problem solving, and basic project coordination skills.
- Organize and maintain neat and orderly working environments.
- Work independently with minimal supervision, using good judgment as to when assistance is required for unusual situations or requests.
- Conduct District business in a professional and diplomatic manner.

### **Interpersonal Skills**

- Collaborative problem identification and solution development.
- Communication that maintains productive working relationships and facilitates a useful exchange of information.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

Any combination of education and experience that provides the knowledge, skills, and abilities required for this position. A typical way of obtaining the required qualifications is to possess the equivalent of:

- Completion of Associate's Degree, or its equivalent, preferably in Business Administration, or Public Administration, or related field.
- Two years of increasingly responsible experience in office administration.
- Experience working in public agencies is desirable.

#### **Licensing, Certification, and Registration**

The following licensures, certifications, and/or registrations are desirable:

- Must possess a valid California Driver's License Class "C", have a satisfactory driving record, and continue to meet District's insurance company's driving standards; failure to maintain these standards may result in loss of employment.
- As assigned, must possess a valid California Notary Public license or have the ability to obtain within six (6) months of hire.

### **PHYSICAL WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Positions in this class typically require:

Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a keyboard.

Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer keyboard to enter and retrieve data. Acute hearing is required when providing telephone and personal service. Ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds is required.

The noise level in the work environment is quiet to moderate.

Position may require overtime on an as-needed basis.

**Pre-employment Requirements**

A pre-employment drug test and physical examination are required.

FLSA Status: Non-exempt  
Employment Status: Unrepresented, Confidential Employees  
Approved by: Ross Valley Sanitary District Board of Directors  
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