



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

**POSITION TITLE.....:** Administrative Coordinator I  
**DEPARTMENT.....:** Utilities  
**DIVISION.....:** Administration  
**CLASSIFICATION/GRADE.....:** Administrative Coordinator I/104  
**REVISED.....:** 05/2018  
**REPORTS TO.....:** Utilities Director  
**REVIEWED.....:** 05/2018  
**WAGES.....:** Hourly

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### **SUMMARY:**

Primary focus of this position consists of providing support services of the Utilities Department and customer base. Primary functions focus on secretarial/clerical duties of the Gas and Electric Divisions consisting of filing, typing, data logging, spreadsheets, answering phones, dispatching work crews, internet based work orders, purchase requisitions, department accounts payable and receivable routing and office support. Reviews and revises departmental policies, procedures, contracts, agreements and charges on a periodic basis and set cycles. Computerized data management applications such as spreadsheets, data bases, word-processing and PowerPoint aimed at efficient and effective output are emphasized. Other duties may include but are not limited to department personnel scheduling, communicating with contractor office personnel and billing department, vendors, utility one call locates, coordination meeting, and interdepartmental cross training. As with all Utilities positions, incumbent may be required to work extra hours during emergencies.

### **BASIC FUNCTIONS:**

1. Prepares and processes various daily, weekly and monthly reports and statistics with limited supervision.
2. Maintains supervisor's schedule and assists focusing on priorities.
3. Prepares various documents such as letters, memos, forms, specifications, safety meetings, regulatory documents, etc.
4. Opens and sorts mail and performs other miscellaneous duties as assigned.
5. Communicating with customers, vendors, appointment scheduling, generating work orders and work order management, and dispatching work orders.
6. Performs diversified administrative functions of equivalent responsibility and confidentiality.

### **OTHER REQUIREMENTS:**

1. Answering the telephone and communicating with customers and vendors in a polite and professional manner.
2. Good working knowledge of filing and other general office methods and practices.
3. Effective verbal and written communication skills.
4. Ability to type at 40 - 60 words per minute and demonstrate a good knowledge of punctuation, spelling and composition.
5. Working knowledge of personal computers, internet based work order systems, and the ability to learn new applications with limited assistance.
6. Willingness to work amended or extra hours when necessary to support the Department's function.

**EDUCATION/EXPERIENCE:**

1. High School Diploma or equivalent plus two (2) years secretarial or clerical experience.
2. Computer oriented with MS Office experience.
3. Internet based work order system experience desired.
4. Exceptional writing and composition skills.
5. Exceptional communication skills.
6. Any equivalent combination of training and/or experience may substitute.