



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Administrative Coordinator II
DEPARTMENT.....:	Public Works
DIVISION.....:	Pollution Control - Administration
CLASSIFICATION/GRADE....:	Administrative Coordinator II /106
REVISED.....:	04/2022
REPORTS TO.....:	Office Manager
REVIEWED.....:	04/2022
WAGES.....:	Non-Exempt (Hourly)

SUMMARY:

Under direct supervision of the Office Manager, Administrative Coordinator II independently performs general office duties and assists Office Manager and other staff in the execution of daily division responsibilities. Administrative Coordinator II performs other special assignments and/or tasks as may be required.

BASIC FUNCTIONS:

1. Performs general office duties.
2. Serves as Secretary/Receptionist.
3. Answers telephones and directs calls.
4. Handles customer service complaints and initiates work orders.
5. Handles radio communications and maintains communications log.
6. Composes and prepares reports and routine correspondence.
7. Receives and distributes incoming mail.
8. Responsible for computerized work order tracking system (data entry, filing, retrieval and preparation of special reports).
9. Responsible for all purchasing activities of division and maintains computerized expense tracking system (data entry, filing, retrieval and preparation of special reports).
10. Responsible for handling 811 Locates (entry into worker system and distribution to locate personnel).
11. Compiles data, prepares and maintains division fixed assets listing.
12. Provides information regarding availability and location of public sewers to contractors and general public.
13. Assists Office Manager and other staff in the execution of daily operational responsibilities of division.

OTHER REQUIREMENTS:

1. Ability to communicate with the general public in a courteous and professional manner.
2. Excellent oral and written communication skills.
3. Proficient in Microsoft Office – Word and Excel.
4. Proficient in the operation of office equipment including computer, engineering copier, document copier, fax machine, scanner, calculator, base radio station and public address system.
5. Knowledgeable in basic accounting principles.
6. Knowledgeable in municipal purchasing practices and Public Bid Law.

EDUCATION/EXPERIENCE:

1. High school graduate or equivalent (GED).
2. Minimum of 3 – 5 years office related experience with background in accounting.