

# ADMINISTRATIVE COORDINATOR I

Terrebonne Parish Health Unit | Environmental Health



## JOB RESPONSIBILITIES

Terrebonne Parish Health Unit's Administrative Coordinator I is responsible for providing comprehensive administrative support to the Environmental Health/Sanitarian division to ensure efficient office operations and regulatory compliance.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Hourly)

#### SCHEDULE

Monday to Friday

#### SHIFT

8 a.m. to 4:30 p.m.

#### LOCATION

Terrebonne Parish Health Unit

#### REPORTS TO

Sanitarian 5

#### PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

#### WORK ENVIRONMENT

Primarily operates in a professional office setting, with periodic responsibilities in emergency response environments such as shelters or disaster sites as needed.

#### EMERGENCY EVENTS

Required to work during emergency events.

#### REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected to maintain sensitive files, prepare official correspondence, assist the public and staff, and support departmental activities related to sewage systems, retail establishments, planning and zoning matters, and public health initiatives.

The Administrative Coordinator I is required to support emergency preparedness and response efforts by assisting with departmental continuity operations, providing administrative and logistical support during declared emergencies, and performing assigned duties at shelters or disaster sites to help ensure effective public health and community response.

### JOB DUTIES

- Maintain and organize files for individual and community sewage systems, trailer parks, subdivisions, retail food establishments, institutions, and Planning and Zoning Commission records.
- Prepare, process, and distribute correspondence to clients and agencies, including notices of violation of the State Sanitary Code, community sewage system notifications, installer correspondence, retail establishment letters, Planning and Zoning Commission letters of approval or objection, and communications to lending institutions.
- Screen, route, and respond to incoming calls; take accurate and complete messages; and handle emergency or sensitive situations with courtesy, discretion, and professionalism.
- Greet visitors and callers, provide appropriate information in accordance with policy, and maintain records of visits and calls as directed.
- Assist sanitarian staff by locating files, records, and information necessary for inspections, investigations, and regulatory activities.
- Receive, log, and track sewage system and retail food establishment complaints in accordance with departmental procedures.
- Assist clients with applications for individual sewage system installation permits, including obtaining required identifying information, copying legal descriptions, securing power of attorney when applicable, and collecting necessary signatures.
- Receive and prepare documentation and specimens for shipment related to rabies testing in compliance with established protocols.
- Monitor and track inventory of office supplies and equipment and report needs as appropriate.
- Participate in emergency preparedness and response efforts, including working in shelters or at disaster sites when assigned. Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

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## SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates initiative and accountability by supporting sanitarian staff, exercising sound judgment in sensitive or emergency situations, and contributing to effective team coordination and service delivery.
- **Time Management:** Effectively prioritizes and manages multiple administrative tasks, deadlines, and requests to ensure timely and accurate completion of daily operations and regulatory requirements.
- **Analytical Skills:** Reviews applications, complaints, and documentation for accuracy and completeness, identifies discrepancies, and ensures information aligns with applicable codes, policies, and procedures.
- **Communication Skills:** Communicates clearly and professionally with the public, staff, regulatory agencies, and external partners through phone interactions, written correspondence, and in-person assistance.
- **Organizational Skills:** Maintains detailed, well-organized records and files, tracks complaints and permits, and ensures information is readily accessible to support operational efficiency and compliance.
- **Technical Skills:** Proficient in the use of Microsoft 365 applications, including Outlook, Word, Excel, SharePoint, and Teams, to manage records, prepare correspondence, track data, maintain files, and support efficient departmental operations.
- **Qualifications:**
  - High School Diploma or GED equivalent required.
  - Minimum of one (1) year of experience in an administrative, clerical, or customer service role, preferably within a government, public health, or regulatory environment.

