



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Administrative Technician II
DEPARTMENT.....: Public Works
DIVISION.....: Transit
CLASSIFICATION/GRADE.....: Administrative Technician II /102
REVISED.....: 08/2019
REPORTS TO.....: Administrative Coordinator II
REVIEWED.....: 08/2019
WAGES.....: Non-Exempt (Hourly)

SUMMARY:

Terrebonne Parish is seeking a qualified person to perform clerical duties with office managerial and supervision skills for the public transit system.

BASIC FUNCTIONS:

1. Responsible for the proper collection, deposit and documentation of daily revenue. Including preparing and processing invoices for revenue collection as and when necessary.
2. Provide transit usage information to the public by phone and mail, and communicate with bus drivers as necessary by radio.
3. Manage incoming/outgoing transit correspondence.
4. Assist with documentation required by the Federal Transit Administration.
5. Conduct purchasing procedures and warehouse orders. Ability to operate computerized transit purchasing software. Maintain records and process all transit billings in coordination with other TPCG departments.
6. Operate computerized transit vehicle maintenance software, produce and distribute reports.
7. Prepare and process all open purchase orders for division.
8. General office typing, filing, and routine office procedures, including the preparation of various information reports.
9. Maintain Transit system of document filing. Create and maintain new files as necessary.
10. Manage the operation of Bike Pass program, and other card making duties.
11. Assist as needed with driving paratransit clients to destinations.
12. Provide transit emergency information to the public by phone.
13. Perform other clerical duties as directed by supervisor.
14. Must be willing to perform tasks in addition to job description as maybe necessary.

OTHER REQUIREMENTS:

1. Occasional weekend/overtime work required.
2. Requires prompt and dependable attendance, observance of work schedule.
3. Position is a "Safety Sensitive" position and is subject to random drug testing as required by U.S. Department of Transportation Regulations.
4. Must attend paid training sessions on weekend or other days, as required by the Transit Division.
5. Must be knowledgeable of the City of Houma, City of Thibodaux, and Terrebonne Parish to provide travel information to citizens and tourist.
6. Must have a friendly and courteous personality and ability to pleasantly deal with the public.
7. Requires a Class D Chauffeur's license.

EDUCATION/EXPERIENCE:

1. High school diploma or equivalent required.
2. Must have knowledge of general office procedures.
3. Strong communication skills required.
4. Must be well versed in business computer software, such as: Microsoft Word, Excel, and Access. MS-Access programming experience highly desirable.
5. Dispatching experience helpful.