

# ADMINISTRATIVE TECHNICIAN II

Public Works | Transit



## SUMMARY

Perform clerical and office managerial duties for the public transit system. Collect, deposit, and document daily revenue. Provide transit information to general public.

### JOB OVERVIEW

#### Starting Pay

\$11.22 - \$14.40 per hour

#### Schedule

Monday - Friday

*Occasional weekend/overtime work required.*

#### Shift

8 a.m. to 5 p.m.

### LOCATION

Transit Facility

### REPORTS TO

Administrative Coordinator II

### PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

### WORK ENVIRONMENT

Frequent interactions with members of the public

### EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at [employment@tpcg.org](mailto:employment@tpcg.org).

## ESSENTIAL FUNCTIONS

1. Collect, deposit, and document all daily revenue. Process invoices for revenue collected when necessary.
2. Provide transit usage information and emergency information to the public by phone and mail and communicate with bus drivers via radio.
3. Manage the operation of the Bike Pass program and other card making duties.
4. Perform general office tasks, including typing, filing, managing incoming/outgoing correspondences, preparing reports, and other routine procedures.
5. Assist with documentation required by the Federal Transit Administration.
6. Conduct purchasing procedures and warehouse orders. Operate computerized transit purchasing software. Maintain records and process all transit billings in coordination with other TPCG departments.
7. Operate computerized transit vehicle maintenance software; create and distribute reports.
8. Prepare and process open purchase orders for division.
9. Perform other duties as assigned by supervisor.

## GENERAL REQUIREMENTS

1. Position is a safety sensitive position and is subject to random drug testing.
2. Attend paid training session on weekends or other days, as required by the Transit Division.
3. Knowledgeable about the Houma and Thibodaux areas to provide travel information to residents and tourists.
4. Knowledgeable about general office work such as typing, filing, preparing reports, etc.

## EDUCATION, EXPERIENCE, AND LICENSES

1. High school diploma or GED certificate required.
2. Proficient in Microsoft Word, Excel, and Access. Microsoft Access programming experience highly desirable.
3. Dispatching experience desirable.
4. Possess and maintain a valid Louisiana class E driver's license.