

Water Authority Position Description

ADMINISTRATIVE SPECIALIST - P

Status	Position Code	Level	Date
APPROVED	ASPP	P25	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

PERFORM A VARIETY OF HIGHLY RESPONSIBLE AND COMPLEX ADMINISTRATIVE SUPPORT FUNCTIONS FOR AN ASSIGNED DIVISION. OVERSEE AND DIRECT OFFICE ACTIVITIES. ACT AS A LIAISON BETWEEN THE WATER AUTHORITY AND OUTSIDE AGENCIES AND THE GENERAL PUBLIC.

MIN EDUCATION & EXPERIENCE REQ

ASSOCIATES DEGREE IN BUSINESS ADMINISTRATION OR TWO (2) YEAR TECHNICAL CERTIFICATE IN OFFICE ADMINISTRATION OR RELATED FIELD, PLUS FOUR (4) YEARS OF ADMINISTRATIVE OFFICE SUPPORT EXPERIENCE.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP).
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE.

SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL SUPERVISION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF.
MAY PROVIDE FUNCTIONAL OR TECHNICAL LEAD OR SUPERVISION OVER LOWER LEVEL SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. PROVIDE RESPONSIBLE AND CONFIDENTIAL ADMINISTRATIVE SUPPORT TO AN ASSIGNED DIVISION HEAD. COORDINATE AND SCHEDULE VARIOUS MEETINGS, EVENTS AND PUBLIC ACTIVITIES. COORDINATE ACTIVITIES WITH OTHER DIVISIONS, THE PUBLIC AND OUTSIDE AGENCIES.
2. REPRESENT THE ASSIGNED DIVISION TO PUBLIC AND PRIVATE GROUPS, ORGANIZATIONS AND OTHER DIVISIONS. ACT AS A LIAISON AND PROVIDE INFORMATION AND ASSISTANCE AS APPROPRIATE.
3. ATTEND A VARIETY OF MEETINGS. PREPARE CORRESPONDENCE, MEMORANDA, DOCUMENTATION AND PRESENTATION MATERIALS FOR MEETINGS. TRANSCRIBE AND TYPE MINUTES. DISSEMINATE INFORMATION TO WATER AUTHORITY STAFF.
4. PARTICIPATE AND ASSIST IN THE PREPARATION OF THE BUDGET. ATTEND BUDGET MEETINGS. MONITOR EXPENDITURES AND RECOMMEND BUDGETARY ADJUSTMENTS.
5. PROVIDE ASSISTANCE AND COORDINATE A VARIETY OF SPECIAL PROJECTS. COORDINATE AND REVIEW WORK OF OUTSIDE CONTRACTORS TO ENSURE COMPLIANCE WITH SPECIFICATIONS.
6. MAY PARTICIPATE IN THE SELECTION, SUPERVISE, ASSIGN AND REVIEW THE WORK OF LOWER LEVEL STAFF. PROVIDE OR COORDINATE STAFF TRAINING. IMPLEMENT DISCIPLINE OR CORRECTIVE MEASURES, AS APPROPRIATE.
7. MAY ACT AS A LIAISON FOR HUMAN RESOURCES. COORDINATE AND PROCESS SUPPORTING DOCUMENTATION FOR PERSONNEL ACTIONS.
8. OPERATE A VARIETY OF OFFICE EQUIPMENT INCLUDING BUT NOT LIMITED TO, A TYPEWRITER, ADDING MACHINE, COMPUTER, FAX AND SCANNER.
9. RECEIVE, SCREEN AND ROUTE INCOMING CALLS. RESPOND TO COMPLAINTS AND INQUIRIES IN A TIMELY AND EFFICIENT MANNER.
10. REVIEW, RESEARCH, RESOLVE AND SUMMARIZE A VARIETY OF FISCAL, STATISTICAL AND ADMINISTRATIVE INFORMATION, INCLUDING BUT NOT LIMITED TO AUTOMATED METER READING, CUSTOMER BILLING AND RELATED FINANCIAL APPLICATIONS. PREPARE RELATED REPORTS AND CORRESPONDENCE.
11. RECOMMEND AND ASSIST IN THE IMPLEMENTATION OF GOALS AND OBJECTIVES. IMPLEMENT APPROVED POLICIES AND PROCEDURES.
12. MONITOR AND ENFORCE PROGRAM COMPLIANCE WITH LAWS, RULES AND REGULATIONS RELATED TO PROVISION OF ASSIGNED SERVICES.
13. ACCEPT AND PROCESS VARIOUS PAYMENT TYPES E.G. (CASH, CHECK, CREDIT CARD) FROM INTERNAL AND EXTERNAL CUSTOMERS IN A PROFESSIONAL AND TIMELY MANNER: ENTER DATA INTO THE WATER AUTHORITY BILLING SYSTEM ACCORDING TO ESTABLISHED PROCEDURE.
14. COUNT MONEY, GIVE CHANGE, AND ISSUE RECEIPTS FOR FUNDS RECEIVED.
15. BALANCE, COUNT-IN AND OUT CASH DRAWER, PERFORM CASH DROPS, AND RECEIPTS; DOCUMENTS DISCREPANCIES.
16. PERFORM VARIOUS DEPOSIT AND RECONCILIATION ACTIVITIES.

SUPPLEMENTAL FUNCTIONS

1. MAINTAIN INVENTORY OF OFFICE SUPPLIES. OBTAIN ESTIMATES FOR ORDERING PURPOSES. ORDER SUPPLIES AS NEEDED.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

BUDGET PREPARATION PRINCIPLES AND PRACTICES
MODERN OFFICE PROCEDURES, METHODS AND EQUIPMENT INCLUDING A COMPUTER AND APPLICABLE SOFTWARE PROGRAMS BUSINESS LETTER WRITING AND BASIC REPORT PREPARATION PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATION
BASIC PRINCIPLES OF ACCOUNTING
ENGLISH USAGE, SPELLING, GRAMMAR AND PUNCTUATION
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND ORDINANCES
PRINCIPLES AND PROCEDURE OF MODERN PERSONNEL SYSTEMS

PREFERRED SKILL/ABILITY

PLAN, ORGANIZE AND SCHEDULE OFFICE PRIORITIES
INTERPRET AND APPLY WATER AUTHORITY POLICIES, PROCEDURES, LAWS AND REGULATIONS RELATING TO ASSIGNED ACTIVITIES
UNDERSTAND THE ORGANIZATION AND OPERATION OF THE WATER AUTHORITY AND OF OUTSIDE AGENCIES AS NECESSARY TO ASSUME ASSIGNED RESPONSIBILITIES
OPERATE AND USE MODERN OFFICE EQUIPMENT COMPUTER SOFTWARE WITHIN ASSIGNED AREA
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN COOPERATIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

WORKING CONDITIONS

OFFICE ENVIRONMENT; EXPOSURE TO COMPUTER SCREENS

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: SITTING, WALKING OR STANDING FOR PROLONGED PERIODS OF TIME. MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES.