



**DEPARTMENT OF HUMAN RESOURCES**  
**POSITION DESCRIPTION**

<b>CLASS TITLE:</b> <i><b>ADMINISTRATIVE ASSISTANT II</b></i>	<b>CLASS CODE:</b> <i><b>AD07</b></i>
<b>DEPARTMENT:</b> Wastewater Services	<b>PAY GRADE:</b> 63
<b>REPORTS TO:</b> Director of Wastewater Services	<b>FLSA:</b> Non-Exempt
<b>SUPERVISES:</b> N/A	<b>REVISED:</b> 10/23/2024

**PURPOSE AND SCOPE:**

This position performs administrative and recordkeeping duties for the Wastewater Department and aids other departments with administrative duties as needed. In-person attendance at work and public wastewater meetings is required for this position.

This position is designated as **Non- Essential** in the event JIPSD's Emergency Operation Plan is activated.

**ESSENTIAL FUNCTIONS:**

1. Provide administrative support to the Director of Wastewater Services, including managing schedules, coordinating meetings, and handling correspondences.
2. Create and maintain records, presentations, and report documents related to wastewater operations.
3. Maintain an organized filing system for wastewater construction projects and developments, customer assistance requests, and any other departmental records.
4. Coordinate with other government agencies and municipalities, contractors, engineers, and regulatory agencies as needed.
5. Track the budget for the wastewater department and assist in budget preparation.
6. Handles incoming calls and emails for the Wastewater Department and directs them to the appropriate personnel as necessary.
7. Maintain records of staff certifications and continuing education. Coordinate staff training as required.
8. Assist with special projects and research as assigned by the Director of Wastewater Services.
9. Support the development and implementation of departmental policies and procedures.
10. Coordinate publications, informational signs, and residential complaint process and maintain confidentiality as appropriate.
11. Answers calls for the Solid Waste Department, respond to citizens inquires, and direct them as necessary.

**EQUIPMENT:**

Calculator, personal computer, printer, software, telephone, radio transmitter and receiver, copy machine, blueprints, motor vehicle, charts, contracts, diagrams, reference books, maps, manuals, fax, file cabinet, files, data binders, ledgers, pens, and pencils.

**WORKING CONDITIONS:**

- Works in office environment as well as the field environment with little exposure to noise, dust, heat, cold, rain and other inclement weather conditions.
- Periods of heavy workload in which multi-tasking is required.
- Long periods at assigned desk and long periods in front of a computer monitor.

**PHYSICAL DEMANDS CATEGORY: SEDENTARY.** Defined in the Dictionary of Occupational Titles as jobs requiring occasional lifting up to 10 lbs., negligible frequent lifts, negligible constant lifts, and a MET level of between 1.5 to 2.1.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Proficiency in the use of computers including word processing, database, presentation, and spreadsheets Ability to abide by JIPSD's Code of Conduct/Behavioral Standards.

Excellent organizational skills, knowledge of office operations, and basic clerical & administrative procedures and techniques.

Ability to multitask with exceptional attention to detail.

Ability to communicate well, both orally and in writing.

Ability to work independently and within a group.

Ability to exercise good judgment decision making.

Ability to establish & maintain professional and respectful working relationships needed to perform job.

Ability to maintain confidentiality as appropriate.

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:**

- High school diploma required; associate or bachelor's degree in business administration or related field is preferred
- 2-3 years of administrative experience preferably in a municipal or utility setting
- Proficiency in Microsoft Office
- Strong organizational and multitasking skills
- Excellent written and verbal communication skills
- Understanding or willing to learn basic wastewater operations, GIS, and related regulations
- Ability to maintain confidentiality and handle sensitive information.

Position incumbents must have successfully completed and possess all the following specific certifications within eighteen (18) months of the above revised date – or within eighteen (18) months of appointment to this position title. Failure to do so will result in termination of employment:

- NIMS 100PWb
- NIMS 700
- NIMS 800

**NOTES:**

The listing of the essential functions in this class specification is representative, not exhaustive. It is not necessarily a detailed description of all work responsibilities, and it does not give exclusive title to every function described. Job performance must conform to all JIPSD policies/procedures and applicable SOGs. All associates entering this position title on or after the Revised Date above will be required to possess the position requirements as specified on this document. This is not a contract of employment and should not be relied upon as such.

**REVIEW, SIGN AND DATE:**

I have received and read a copy of the above position description and agree that I am able to perform the essential functions of the job with/ without reasonable accommodation.

Employee Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Print Employee Name: \_\_\_\_\_

Management Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Print Management Name: \_\_\_\_\_

**MANAGEMENT REVIEW/APPROVAL SIGNATURES:**

_____	_____
Department Head Review	Date
_____	_____
Human Resources Review	Date
_____	_____
District Manager APPROVAL	DATE