



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Administrative Coordinator I
DEPARTMENT.....: Utilities
DIVISION.....: Administration
CLASSIFICATION/GRADE.....: Administrative Coordinator I/104
REVISED.....: 05/2018
REPORTS TO.....: Utilities Director
REVIEWED.....: 05/2018
WAGES.....: Non-Exempt (Hourly)

SUMMARY:

Primary focus of this position consists of providing support services of the Utilities Department to the customer base and on the secretarial/clerical duties of the Gas and Electric Distribution Divisions consisting of filing, typing, data logging, spreadsheets, answering phones, dispatching work crews, internet-based work orders, purchase requisitions, department accounts payable and receivable routing and office support.

BASIC FUNCTIONS:

1. Prepares and processes various daily, weekly and monthly reports and statistics with limited supervision.
2. Reviews and revises departmental policies, procedures, contracts, agreements and charges on a periodic basis and set cycles.
3. Uses computerized data management applications such as spreadsheets, data bases, word-processing and power point aimed at efficient and effective output.
4. Maintains supervisor's schedule and assists focusing on priorities.
5. Prepares various documents such as letters, memos, forms, specifications, safety meetings, regulatory documents etc.
6. Opens and sorts mail and performs other miscellaneous duties as assigned.
7. Communicating with customers, vendors, appointment scheduling, generating work orders and work order management, and dispatching work crews.
8. Performs diversified administrative functions of equivalent responsibility and confidentiality.
9. Other duties may include but are not limited to department personnel scheduling, communicating with contractor office personnel and billing departments, vendors, utility one call locates, coordinating meeting, and interdepartmental cross training.
10. As with all Utilities positions, incumbent may be required to work extra hours during emergencies.

OTHER REQUIREMENTS:

1. Answering telephone and communicating with customers and vendors in a polite and professional manner.
2. Good working knowledge of filing and other general office methods and practices.
3. Effective verbal and written communication skills.
4. Ability to type at 40 - 60 words per minute and demonstrate a good knowledge of punctuation, spelling and composition.

5. Working knowledge personal computers, internet-based work order systems, and ability to learn new applications with limited assistance.
6. Willingness to work amended or extra hours when necessary to support the Department's function.

EDUCATION/EXPERIENCE:

1. High School Degree or GED equivalent
2. Plus, two (2) years secretarial or clerical experience desired.
3. Computer oriented with MS Office experience desired.
4. Internet based work order system experience desired.
5. Exceptional writing and composition skills
6. Exceptional communication skills.
7. Any equivalent combination of training and/or experience may substitute.