

ADMINISTRATIVE COORDINATOR II

Public Works | Pollution Control | Administration



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Administrative Coordinator II is responsible for providing comprehensive administrative, purchasing, and operational support to the Pollution Control Division.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Thursday

SHIFT

6:30 a.m. to 5 p.m.

LOCATION

Pollution Control Facility – St. Louis Canal Road

REPORTS TO

Office Manager

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Work is performed in a standard office setting with frequent interaction with staff, field personnel, vendors, and the public.

EMERGENCY EVENTS

Not required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected to coordinate purchasing activities, support daily office operations, maintain records and compliance documentation, assist with budgeting and scheduling functions, and serve as a primary point of contact for internal staff, vendors, and constituents.

JOB DUTIES

- Serve as the primary administrative support for the division by answering phones, responding to emails and Microsoft Teams messages, directing inquiries, welcoming visitors, and performing general office duties.
- Coordinate and process purchasing activities, including preparing requisitions and sole source forms, obtaining quotes, reviewing invoices, uploading documentation into AS400, tracking purchases in a purchasing journal, and submitting items for approval and processing.
- Maintain accurate records and files, including purchasing documentation, septic hauler manifests, contracts, agreements, invoices, rolling stock listings, and employee training certificates, ensuring compliance with records retention requirements.
- Assist with financial and billing functions by preparing and submitting septic hauler billings, supporting open purchase orders, assisting with waste hauler renewals, and gathering information for annual budget preparation as directed.
- Support operational activities by dispatching service calls to maintenance crews and lift station operators, entering work order requests, preparing warehouse orders, and coordinating maintenance requests for facilities, vehicles, and equipment.
- Coordinate scheduling and administrative logistics, including preparing bi-weekly on-call schedules, organizing meetings, taking meeting notes when required, and supporting division, safety, and training meetings.
- Order and manage office supplies, oversee office equipment such as copy machines, and coordinate service and maintenance as needed.
- Assist with compliance and training requirements by tracking and submitting employee training certificates, completing required annual trainings, and supporting ethics, harassment, diversity, and cybersecurity compliance.
- Provide constituent and public service support by assisting with service complaints and requests, researching contracts and invoices, and recording contracts and agreements with the Clerk of Court when required.
- Support special projects and annual initiatives, including coordinating portable toilet services for Mardi Gras parades, assisting with surplus property documentation, organizing file rooms and common areas, training new employees, and boxing records for disposal in accordance with retention schedules.

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JOB DUTIES CONTINUED

- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates the ability to take initiative, provide guidance to new employees, support division operations, and serve as a dependable point of contact for administrative and purchasing functions.
- **Time Management:** Effectively prioritizes and manages multiple daily, weekly, monthly, and annual tasks to meet deadlines while maintaining accuracy and compliance.
- **Analytical Skills:** Reviews purchasing documentation, invoices, contracts, and billing information to ensure accuracy, completeness, and adherence to Parish policies and procedures.
- **Communication Skills:** Communicate with clarity and professionalism in all interactions, including written correspondence, phone conversations, in-person communication, and coordination with customers, staff, vendors, and external agencies.
- **Organizational Skills:** Maintains well-organized records, schedules, logs, and files while ensuring proper documentation, tracking, and records retention compliance.
- **Technical Skills:** Proficient in the use of office and enterprise systems, including AS400, Microsoft 365 (Outlook, Teams, Planner, SharePoint), purchasing systems, and office equipment to support administrative and purchasing operations.
- **Qualifications:**
 - High school diploma or equivalent (GED) required.
 - Minimum of three to five years of office experience, preferably with a background in accounting or related administrative support functions.

