

ASSISTANT ADMINISTRATIVE SERVICES MANAGER

GENERAL STATEMENT OF RESPONSIBILITIES

This position is responsible for assisting the Administrative Services Manager in performing the administrative functions necessary for the Sanitary District to operate in accordance with applicable regulations and in an organized, effective and efficient manner. This position provides assistance to all District staff and the Board of Directors. Work is performed under the direction of the Administrative Services Manager, but is carried out with a high degree of independent judgment in accomplishing the work and is held accountable for results.

EXAMPLES OF DUTIES TO BE PERFORMED

1. Administers District payroll including payment of taxes and payroll encumbrances. Prepares all quarterly and annual reports, including W-2 and W-3 forms.
2. Assists Administrative Services Manager with duties involving employee benefits, substance abuse, human resources, including, but not limited to, employee health insurance, new hire screening and orientation, employee conflict resolution, immunizations, drug testing program, Commercial Driver's License (CDL) requirements, personnel transactions, and worker's compensation claims.
3. Responsible for monthly reclaimed water billing, reporting, and payment of collected sales tax.
4. Assists in overseeing the operation of computer network system and arranges for maintenance and repair when required. Performs staff training in use of hardware and software.
5. Serves as District Purchasing Research Administrator, working with all sections and employees to obtain pricing quotes.
6. Acts as Administrative Services Manager in his/her absence.
7. Performs duties of Customer Service Supervisor in his/her absence.
8. Performs duties of Administrative Assistant (Executive) in his/her absence.
9. Assists with accounts payable and accounts receivable including journal entries, invoicing, deposits, and associated reports.
10. Assists in Overseeing District safety program.
11. Assists District CPA with research projects, preparation of month-end and year-end reports, and audit preparation.
12. Assists in preparation of monthly reports.
13. Assists in maintaining and updating District Rules and Regulations, District Policy Manual, Employee Handbook and Office Operating Procedures manual.

14. Assists in answering telephones and routing calls to appropriate staff.
15. Assists other sections with projects and any necessary reporting.
16. Maintains records management and retention.
17. Works on special projects with Administrative Services Manager and Customer Service Supervisor.
18. Performs general customer service work.
19. Assists in processing orders for office supply and building maintenance supply inventories.
20. Assists in the preparation and development of standard forms.
21. Other tasks as assigned.

REQUIRED KNOWLEDGE AND SKILLS

1. Knowledge of Equal Employment Opportunity (EEO)/Affirmative Action, Americans with Disabilities Act (ADA), Health Insurance Portability and Accountability Act (HIPPA), Family Medical Leave Act (FMLA) regulations and other Federal, state, and local laws, rules, and regulations.
2. Knowledge of general office and accounting principles and procedures.
3. Knowledge of and ability to apply principles of sound management and budget.
4. Knowledge of computers, computer systems, and networks.
5. Overall knowledge of various software applications.
6. Ability to handle personnel issues.
7. Strong customer service skills.
8. Strong organizational skills and ability to prioritize.
9. Ability to concurrently execute multiple tasks.
10. Ability to make sound decisions.
11. Ability to operate various office machines such as a computer, facsimile machine, copy machine, adding machine, etc.
12. Ability to understand and follow oral and written instructions.
13. Ability to communicate with public in a pleasant manner under adverse circumstances.
14. Knowledge of District functions.

15. Knowledge of and ability to apply policies and procedures of the District.
16. Knowledge of permitting process and rate and fee schedule.
17. General knowledge of required safety programs.
18. Ability to read plat maps and sewer atlas.

REQUIRED TRAINING AND EXPERIENCE

This position requires a minimum of five years general office/accounting experience, two years human resource experience, two years hands-on experience with computer systems and networks and an overall knowledge of various software applications, and five years supervisory experience. Other combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

1. Must pass a pre-employment drug test.
2. This position requires the use of District vehicles for business. Use of a personal vehicle for District business is prohibited if the employee is not authorized to do so. The incumbent must possess a valid AZ driver's license with a good driving record.