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**JOB TITLE:** Administrative Services Assistant  
**DEPARTMENT:** Administration  
**REPORTS TO:** Administrative Services Manager  
**FLSA STATUS:** Exempt

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## SUMMARY OF POSITION

This position is responsible for supporting the Administration Department in performing a variety of administrative functions necessary for the Sanitary District to operate in an organized, effective, and efficient manner. This position supports the implementation of strategic initiatives made by the Administrative Services Manager in all areas of oversight. 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. This is a District Safety-sensitive position in accordance with Arizona law.

## ESSENTIAL FUNCTIONS

*Performs duties and responsibilities commensurate with assigned department which may include, but are not limited to, any combination of the following:*

- Assists with processing District payroll including payment of taxes and payroll encumbrances.
- Assists with preparation of quarterly and annual reports, including W-2 and W-3 forms.
- Assists Administrative Services Manager with human resource and personnel-related duties including, but not limited to, employee benefits, employee retirement plans, drug testing programs, worker's compensation claims, posting job vacancy notices, new hire screening and orientation, personnel reimbursements, and employment file recordkeeping and maintenance.
- Assists in overseeing the operation of computer network system and arranges for maintenance and repair when required. Assists with implementation of new software systems as needed.
- Serves as District communications liaison, working with the District Manager to create newsletters and memos for publication regarding District activities and initiatives.
- Maintains and updates District website.
- Assists with overseeing District facility services including uniform providers, cleaning companies, and building security systems.
- Assists with overseeing District communication systems including VOIP phone system and cell phones.
- Performs duties of Administrative Services Manager in his/her absence.
- Performs duties of Executive Administrative Assistant in his/her absence.
- Assists with preparation of month-end and year-end reports, and audit preparation.
- Assists with maintaining and updating District Rules and Regulations, District Policy Manual, and Employee Handbook and Administrative Procedures manuals.
- Assists with general customer service work, answering telephones and routing calls to appropriate staff.
- Assists other sections with projects and any necessary reporting.
- Assists with records management and retention in accordance with state retention requirements and District policy.
- Prepares and develops standard forms.
- Drives District vehicles in accordance with District policy as needed.
- Other tasks as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Familiarity with standard Federal, state, and local laws, rules, regulations and best practices relating to human resources and employment practices.
- Knowledge of general office and accounting principles and procedures.
- Knowledge of and ability to apply principles of sound management and budget.
- Knowledge of computers, computer systems, and networks.
- Strong customer service skills.
- Strong organizational skills and ability to prioritize.
- Ability to concurrently execute multiple tasks.
- Ability to make sound decisions.
- Ability to operate various office machines such as a computer, facsimile machine, copy machine, adding machine, etc.
- Knowledge of District functions.
- Knowledge of and ability to apply policies and procedures of the District.
- Knowledge of permitting process and rate and fee schedule.
- Ability to understand and follow oral and written instructions in the English language.
- Ability to complete required OSHA and other safety training classes.
- Advanced knowledge of various software programs and applications including Microsoft Office products and web-based programs.
- Ability to work cooperatively and professionally with all other District employees, vendors and the public, even under adverse circumstances.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- Work is primarily in an office environment and is performed with possible exposure to environmental conditions associated with operation of a water reclamation facility.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- Sufficient strength to occasionally lift and/or move items up to 25 pounds
- Ability to sit or stand for extended periods of time at a workstation typing on a keyboard, reading a computer screen, and operating a variety of standard office equipment requiring continuous or repetitive arm and hand movements and close vision work.
- Visual and muscular dexterity to operate a vehicle and a computer.

**REQUIRED CREDENTIALS, EDUCATION AND WORK EXPERIENCE**

- Associate or bachelor's degree in business administration, accounting, human resources, public administration, or another related field.
- Three years' general office/accounting experience.
- Two years' human resource or payroll experience.
- Preferred: Two years' experience with computer systems and networks.
- Other combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

- This is a safety sensitive position that must pass a post offer/pre-employment drug screening and background check.

- This position is subject to random drug and alcohol testing throughout the period of employment in accordance with the District's Drug-Free Workplace Policy.
- This position requires the use of District vehicles for business. A valid, unrestricted driver's license with no major citations within the past 39 months prior to the start date is required.

**EQUAL OPPORTUNITY EMPLOYER**

FHSD is an equal opportunity employer. FHSD shall employ, without discrimination as to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

**DISCLAIMER**

Some incumbents may not perform all the duties listed or may perform related duties as assigned. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.