

Excellent Employment Opportunity

**ADMINISTRATIVE COORDINATOR I**

**DEPARTMENT: Water Administration**

**Salary: \$39,459.58 - \$46,783.72 DOE**

**CLOSING DATE: September 25, 2020**

**Only City of Cayce applications accepted.** Performs a variety of administrative duties including developing procedures, establishing priorities, ordering equipment, etc. Serves as Secretary to the Director of the department. Performs other tasks such as typing and data entry tasks for the department, answering telephones, ordering supplies, etc. May receive monies. Reports to the Utility Director.

Excellent benefits package that includes State Retirement and paid health insurance. Applications are available on the city website: [www.caycesc.gov](http://www.caycesc.gov). **A valid SC Driver's License with a good driving record is required. Must provide DMV report at first interview. Application required. EOE**

**CITY OF CAYCE  
CLASS DESCRIPTION  
2000**

**CLASS TITLE: ADMINISTRATIVE COORDINATOR I – WATER ADMINISTRATION**

**GENERAL DESCRIPTION OF CLASS**

Performs a variety of administrative duties including developing procedures, establishing priorities, ordering equipment, etc. Serves as Secretary to the Director of the department. Performs other tasks such as typing and data entry tasks for the department, answering telephones, ordering supplies, etc. May receive monies. Reports to the Director.

**ESSENTIAL TASKS**

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Performs related duties as typing/preparing various forms and reports for the department as required, i.e. time sheets and related records. Makes copies, files and provides other clerical support. Schedules meetings, conferences, and training events for administrative staff; maintains appointment calendar; schedules appointments; makes travel arrangements.

Answers general incoming calls for the Utilities Department (especially water and sewer problems from customers); assists the general public via phone, email and in person; and other related duties. Must handle interactions with customers calmly and professionally.

Responds to requests for information. Prepares, processes and distributes mail, various forms, correspondence, memos, brochures, reports, purchase orders, and meeting minutes. May assist Receptionist with phone duties as needed.

Provides administrative support for Director and management team. Coordinates with the Director of the department of distributing correspondences and duties.

Provides resource information in relation to departmental policies and procedures to supervisors, coworkers, department heads and public.

May occasionally have to work after normal hours during a water and sewer emergency answering customer phone calls as assigned by the Director.

Must be highly organized. Organizes work according to priority of importance and works efficiently to meet deadlines.

Must issue and organize work order assignments and promptly assign and prioritize critical service calls/needs.

Maintains department filing system, including sorting, grading verifying, filing, and retrieving office documentation; establishes new and specialized files according to prescribed methods. Maintains and updates plan file index and folders. Maintains employees' departmental files and confidentiality. Maintains personnel records for the Director.

Maintains certain utilities' records and ensures deadlines are met for required submittals to other agencies such as DHEC, etc.

## **CLASS TITLE: ADMINISTRATIVE COORDINATOR I – WATER ADMINISTRATION**

Maintains and tracks various records of information pertaining to the utility system throughout the water/sewer service areas. Maintains and corresponds with customers concerning backflow devices.

Researches records, compiles and assembles information to be used by others; compares data and information as directed.

Must have a general knowledge of water and sewer utility systems.

Communicates and interacts effectively with immediate supervisor, departmental supervisors, co-workers, and citizens.

Maintains an adequate inventory of office supplies, order supplies as needed for department. Receives, reviews, processes, files and submits invoices, requisitions and attendance records.

### **INVOLVEMENT WITH DATA, PEOPLE AND THINGS**

#### **DATA INVOLVEMENT:**

Requires speaking or signaling to people to convey or exchange information of a general nature; involves researching and entering data.

#### **PEOPLE INVOLVEMENT:**

Requires speaking or signaling to people to convey or exchanging information of a general nature.

#### **INVOLVEMENT WITH THINGS:**

Requires handling or using office machines and tools requiring moderate instruction and experience such as computers and peripherals, software programs such as word processing, spreadsheets or custom applications, fax machines, copy machines, and multi-line phones; may require routinely servicing office machines.

### **COGNITIVE REQUIREMENTS**

#### **REASONING REQUIREMENTS:**

Requires performing skilled work involving rules/systems with almost constant problem solving.

#### **MATHEMATICAL REQUIREMENTS:**

Requires performing addition and subtraction, multiplication and division and/or calculating ratios, rates and percents.

#### **LANGUAGE REQUIREMENTS:**

Requires reading technical instructions, procedures manuals, and charts to solve practical problems such as routine office equipment operating instructions, and methods and procedures for investigations, or in drawing and layout work; composing routine and specialized reports, forms, and business letters with proper format; speaking compound sentences using normal grammar and word form.

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**MENTAL REQUIREMENTS:**

Requires performing entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; application of professional principles and practices, and the use of a wide range of administrative methods to solve problems; requires normal attention to detail with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION**

**VOCATIONAL/EDUCATIONAL PREPARATION:**

Requires Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education and six to eight years of related office experience with public contact. Must be able to type at 60-65 wpm; Windows proficient. Must be proficient with Microsoft office-Word, Excel, spreadsheets, etc.

**SPECIAL CERTIFICATIONS AND LICENSES:**

Must possess a valid South Carolina driver's license.

**EXPERIENCE REQUIREMENTS:**

Requires 3-5 years increasing administrative responsibilities, or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.

**AMERICANS WITH DISABILITIES ACT REQUIREMENTS**

**PHYSICAL AND DEXTERITY REQUIREMENTS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a regular and recurring basis, and routine keyboard operations.

**ENVIRONMENTAL HAZARDS:**

The job may risk exposure to no known environmental hazards.

**SENSORY REQUIREMENTS:**

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

**JUDGMENTS AND DECISIONS**

**JUDGMENTS AND DECISIONS:**

Requires being responsible to guide others requiring a few decisions, affecting the individual and a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

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**ADA COMPLIANCE**

The City of Cayce is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**SOUTH CAROLINA RETIREMENT SYSTEMS**

Belongs to the South Carolina Retirement System.