

Solid Waste & Recycling

Administrative Coordinator



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Under the direction of the City Manager or designee, the position performs highly responsible managerial and technical work in coordinating and managing all work under the Solid Waste Removal Services Contract, resolve disputes, assure consistency and quality of Contractor's performance, schedule and conduct Contractor performance evaluations and document findings, and review and approve all invoices for work performed.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Investigate and respond to citizen inquiries and complaints promptly, completely, and courteously
- Reviews all incoming mail and City/department correspondence and takes appropriate action
- Coordinates timely submission of all Commission Agenda Items for assigned department
- Coordinates meetings with program employees, City employees and outside agencies
- Monitors various budgets and reports any issues or shortfalls
- Purchases equipment, office supplies and keeps log of all purchases, memberships and renewals
- Compiles data, analyzes information and generates various administrative reports
- Ensures accuracy of program reporting
- Provides day-to-day supervision and training of designated staff members; monitors and conducts assigned performance evaluations
- Administers and maintains the department specific software systems and modules
- Serves as program liaison and project lead for system implementations, updates and program issues
- Provides technical and specialized administrative assistance in the support operations and functions
- Researches problems, notifies stakeholders of discrepancies and makes changes as needed
- Tracks requisitions and referrals for reporting purposes; updates requisition status in department tracking system and sends status notifications
- Trains, assists and advises staff regarding processing requisitions. Performs related work as required
- Handles special projects as assigned by the program manager relating to program functions and operations
- Assists management staff with implementation of new or modified systems, methods or procedures; prepares detailed written procedures and new or revised forms
- Prepares and maintains records for storage
- May develop and provide education programs on solid waste and recycling issues

- Promotes waste minimization, environmental protection and environmental health
- Stays abreast of current developments in legislation and trends, which may affect the City and/or division
- Evaluate and make appropriate recommendations on solid waste collection and disposal costs.
- Manages and performs contract administration and service contract compliance, agreements, intergovernmental coordination, fees management, and rate development. Inspects work for progress and for conformance to contractual and established standards
- Participates in the planning, developing, administration and control of contractual budget; ensures City Manager is apprised of periodic budget(s) status; tracks expenses.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in a related field and three (3) to five (5) years of work experience in one or more of the following: the analysis, planning and development of programs, policies, operations, methods and/or procedures; the evaluation of program and operation effectiveness; the development of revised administrative practices in order to meet program, policy, organizational or legislative change, to expedite work, to effect economies of time, money, personnel and equipment, or to otherwise assist in the solution of administrative and management problems. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field, may substitute on a year-for-year basis for one year of the required experience or education.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of contract administration and management.
- Knowledge of the materials, tools, methods, practices, and equipment used as related to the contract.
- Knowledge of occupational safety and rules.
- Knowledge of computer systems and software applications to proficiently operate a computer and pertinent software applications, including Word, Excel, Outlook, Power Point, etc.
- Ability to read and interpret contracts, maps, documents and specifications.
- Ability to make accurate assessments and calculations in the preparation of program/project costs.
- Ability to plan, schedule and direct multiple programs/projects on an ongoing basis, often concurrently.
- Ability to communicate in writing effectively and clearly by means of electronic correspondence, memos, letters, or other means of written correspondence.
- Ability to establish and maintain effective and cooperative working relationships with the public, other employees, and City officials.
- Ability to correctly interpret and efficiently implement all applicable policies and procedures.
- Must be able to safely and legally operate a motor vehicle

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (up to 20 pounds). Tasks may

involve extended periods of time at a keyboard or workstation and extended periods of time standing and/or walking.

WORKING CONDITIONS

Tasks are generally performed inside in the office setting with occasional visits to the job sites_with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids or pathogenic substances.