

**NORTH BEACH WATER DISTRICT
JOB DESCRIPTION**

ADMINISTRATIVE ASSOCIATE

DEFINITION

Assist management by providing a wide variety of administrative, professional, and analytical support as assigned by the General Manager.

JOB RESPONSIBILITIES:

(May not include all duties listed, nor do the examples listed cover all duties that may be performed.)

Provide support to managers in areas such as cross connection control program; GIS mapping program; accounting, billing, filing, data entry; and customer service and account collection activities; customer service; field service work orders; complies with all safety standards as they pertain to equipment and facility operations; accomplish assigned duties using safe work practices; answer customer service calls; performs other duties as assigned.

TYPICAL DUTIES:

- Provide project administrative and analytical support to management.
- Participate in the research, development, recommendation and implementation of operational and administrative programs, policies and procedures.
- Participate in, perform and may oversee the data collection compilation, coordination and organization of budget documentation.
- Conduct research and collect, compile and analyze information from various sources on a variety of topics.
- Prepare periodic and special reports and analyses of operations for management.
- Communicates with and responds to a variety of inquiries from employees, government agencies, ratepayers, and the public.
- Maintain customer account records.
- Compilation and entry of meter reading information into billing system.
- Collection and posting of customer bills
- Posting of late penalties and related notices.

- Perform general clerical duties such as typing, filing, word processing, spreadsheets, and data entry and data retrieval.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles and practices of public and/or business administration; principals of budget administration; methods of research, program analysis and report preparation; principles and practices of policy and procedure development; office procedures and business writing skills; use of computer software programs used to store data and prepare reports, spreadsheets, graphs, and informational displays; mathematics, statistics and statistical analysis; pertinent federal, state and local laws codes and regulations; data collection, analysis and interpretation.

Ability to:

Apply the principles of public administration; work independently under limited or no supervision, exercise independent judgement, and use initiative; analyze, interpret and effectively apply pertinent policies, procedures, regulations, and contract provisions; maintain strict confidentiality, effectively handle multiple assignments and maintain attention to detail while working under varying deadlines; read analyze, evaluate and summarize written materials and statistical data; prepare clear, accurate, and concise reports, correspondence, recruitment and other human resource materials; conduct studies and analyses for assigned functional areas; perform statistical analysis; obtain information through interview; effectively operate a personal computer and standard office equipment; proficiently utilize stand software programs including word processing and spreadsheet applications; communicate effectively, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of the work; perform the essential duties of the job without causing harm to self or others.

Education and Experience:

Bachelor's Degree from an accredited college or university in public administration, business administration or a field acceptable to the District.

License:

Possession of an appropriate Washington driver's license with satisfactory driving record as determined by the District.

FLSA STATUS

Non-exempt

Wage Tier Schedule - Effective January, 1 2018

Tier	Hourly Wage Rate
1	\$14.38
2	\$14.88
3	\$15.40
4	\$15.94
5	\$16.50
6	\$17.25
7	\$17.85
8	\$18.47
9	\$19.13
10	\$19.79
11	\$20.48
12	\$21.41

Employee Name: _____

Employee Tier: _____

Date: _____

Employee Signature: _____

General Manager Signature: _____