

# Victoria County Groundwater Conservation District

## Employment Opportunity

**POSITION:** Administrative Coordinator

**POSITION TYPE:** Exempt, Full-Time

**PAY RANGE:** \$23.89 to \$29.23 per hour

**BENEFITS:** Health Insurance, Retirement, and Leave Accrual

### **APPLICATION SUBMITTAL:**

Applications with resumes may be submitted via email to [admin@vcgcd.org](mailto:admin@vcgcd.org) or by US Mail to Victoria County Groundwater Conservation District, P.O. Box 69, Victoria, Texas 77902. Applications may be downloaded from the website of the District: [www.vcgcd.org](http://www.vcgcd.org).

### **APPLICATION DEADLINE:**

Application submittals will be accepted until the position is filled.

### **POSITION SUMMARY:**

The position reports to the General Manager and is responsible for coordinating the administrative services to the Victoria County Groundwater Conservation District and other entities supported by the District. Work tasks includes office tasks, purchasing, correspondence processing, financial data processing and tasks, meeting scheduling and coordination, record processing, and any additional responsibilities assigned by the General Manager.

### **RESPONSIBILITIES:**

- Providing customer service to landowners, permit applicants, well drillers, staff of local and state agencies, and members of the public in a polite and courteous manner.
- Processing of inbound and outbound correspondence.
- Processing of bills and invoices.
- Tracking capital assets.
- Entering data into software systems.
- Reconciling financial records.
- Producing internal financial reports.
- Ensuring timely posting of public notices.
- Coordinating with local government officials regarding meeting of the District.
- Assisting in development of meeting packets.
- Attending Board of Director Meetings and draft minutes of meeting.
- Coordinating payroll processing and submittal employment reports.
- Coordinating with health and retirement plan organizations.
- Maintaining records management system.
- Submitting organizational reports to state agencies.
- Completing other tasks as assigned by General Manager.

### **EDUCATION REQUIREMENTS AND PREFERENCES:**

- A high school diploma or equivalent required.
- College-level course work or professional training related to clerical work is preferred.

**EXPERIENCE REQUIREMENTS AND PREFERENCES:**

- Experience completing clerical tasks in an office environment is required.
- Experience providing customer service is required.
- Experience responding to correspondence is required.
- Experience entering data into spreadsheets and databases is required.
- Experience processing accounts payable and accounts receivable is preferred.
- Experience processing payroll is preferred.
- Experience working with local governmental entities is preferred.

**KNOWLEDGE REQUIREMENTS AND PREFERENCES:**

- Working knowledge of Microsoft Operating System is required.
- Working knowledge of Microsoft Office software including Word, Excel and Outlook is required.
- Working knowledge of the use of office equipment including computers, scanners, printers, phones is required.

**ABILITIES REQUIREMENTS AND PREFERENCES:**

- Ability to apply reading, writing, and math skills to complete work tasks.
- Ability to clearly and concisely communicate, both verbal and written.
- Ability to start and complete tasks in a timely fashion with limited supervision.
- Ability to complete tasks with a high level of attention to detail and minimal errors.
- Ability to review and correct financial information entered into spreadsheets.
- Ability to coordinate work with and for other administrative staff.
- Ability to maintain and impose order on work records and filing systems.
- Ability to work as a team member in an office environment.
- Ability to complete tasks in a work environment with changing priorities and dynamic processes.
- Ability to perform office work for extended periods of time.
- Ability to use computers, tablets, smart phones, printers, and scanners to completion of work tasks.
- Ability to operate a motor vehicle.
- Ability to travel daily to offices in Jackson, Calhoun, and Refugio Counties.
- Ability to lift and carry objects up to 40 pounds.
- Ability to read, write and understand Spanish is preferred.