

Town of Wilson

POSITION INFORMATION

Title: Sanitary District Administrator

Reports To: The Town Sanitary District No. 1 and No. 2 Commissions

Hourly Wage: \$15-\$22

Job Status: Part-time

Work Week: 15-20 hours per week; maintain office hours as established by the Town Sanitary Commissioners; attend Sanitary District Commission and other meetings

Vacation: Not applicable

Health and Dental Insurance: Not available

Retirement benefits: Not available

FLSA Status: Non-Exempt

PURPOSE OF POSITION

The primary purpose of the position is to serve both the customers and the Commissions of the Town of Wilson Sanitary Districts No. 1 and No.2 with all administrative duties required to effectively operate the Sanitary Districts. The position also assists in developing strategy, updating policy and improving internal processes and efficiencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work closely with the Town Clerk, Town Treasurer and Town Sanitary Commissioners to improve the overall management, efficiency, effectiveness and value of the Town Sanitary Districts
- Work closely with Sanitary District business partners, including local government officials, engineering consultants, accounting firms and contractors
- Work closely with Sanitary District technical field staff to coordinate regular maintenance, operation, repair and reporting of Sanitary District sewer system
- Perform basic office duties, including answering phones, handling mail, filing, answering correspondence and maintaining database systems
- Perform bookkeeping duties, including invoicing, collections and accounts payable
- Communicate effectively with customers, employees, and other parties to answer questions, disseminate or explain information, take orders, and address complaints and requests.
- Establish and update policies, procedures and other records
- Prepare meeting agendas and packets; attend meetings and record minutes.
- Assist with Sanitary District planning, budgeting, emergency response plan, annual audit, projects, reporting and rate setting
- Complete and submit Sanitary District CMAR and CMOM reports to the DNR
- Performs other related work as assigned by the Town Sanitary Commissioners

KNOWLEDGE AND ABILITIES

- Ability to analyze and understand financial information and reports
- Ability to research projects, make recommendations and write reports
- Strong written and oral communication skills
- Knowledge of basic bookkeeping and recordkeeping, including Quick Books
- Working knowledge of MS-Office Word and Excel
- Ability and desire to learn new technologies, systems and concepts
- Ability to work independently, solve problems, make decisions and adapt to changing situations
- Strong interpersonal skills and a desire to work in a team environment
- Strong customer service skills
- Familiarity with maps

PHYSICAL DEMANDS OF THE POSITION

- Sitting, standing and walking
- Talking and hearing; use of the telephone
- Typing, keyboarding, writing, filing, sorting, shelving and processing
- Mobility: occasional travel to meetings outside the town

ENVIRONMENTAL WORKING CONDITIONS

- Inside and outside work environment
- Flexible work hours including evenings

EQUIPMENT USED

- Standard general office machines
- Personal computers and peripherals

EDUCATION AND EXPERIENCE

- Associates Degree in business or related field preferred
- Two years of equivalent job related experience