

Administrative Coordinator

Job opportunity for a well organized, detail oriented professional. The Administrative Coordinator should expect to collect, manage and analyze all District documents, data and statistical information. The employee will primarily be responsible for organizing, editing and providing detailed reviews of all recycling programs to ensure compliance with the District's grants, contracts and Ohio EPA plan requirements. The individual should be comfortable working on a computer in an office atmosphere. Strong knowledge of computers, electronic document management, data collection, record keeping and public administration preferred. Candidates under consideration will be tested on Microsoft Excel, Word, and General Administrative Skills. For full job description, please [click here](#). Apply by e-mail at: district@timetorecycle.org or by mail to: Stark-Tuscarawas-Wayne Recycling District 9918 Wilkshire Blvd NE Bolivar, Ohio 44612. Position posted until filled.

Stark-Tuscarawas-Wayne Joint Solid Waste Management District
Position Description: Administrative Coordinator

Title:	Administrative Coordinator
Department:	Solid Waste District
Reports to:	Executive Director
FLSA Status:	Exempt
Pay:	Salary
Civil Service Status:	Classified
Last Revised	September 5, 2014

Purpose

Under the direction of the Executive Director or his/her designee, the Administrative Coordinator is responsible to collect, manage and analyze all District documents, data and statistical information. The employee is responsible for organizing, editing and providing detailed reviews of all recycling programs to ensure compliance with the District's grants, contracts and Ohio EPA plan requirements.

Essential Duties

Data and Information

- Responsible for all District data collection and statistical information.
- Establish and maintain an electronic document management system for all District documents.
- Create District documents, data charts, spreadsheets and presentation materials.
- Maintain and update the District Website.

Program Compliance

- Review and update all District contracts and grants documents.
- Monitor the various District grant programs to ensure that all requirements and application deadlines are met.
- Reviews grant applications to determine if the criteria are met.
- Regularly review the District plan requirements for compliance.
- Communicate with the Public regarding questions and/or problems with the administration of recycling programs and grants.

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Budgets, records and reports

- Evaluate data in order to assist in the projection of grant funding, budgetary expenditures and program improvements.
- Gather data and reporting for compliance with the Ohio EPA, including preparation and submission of the Annual District Report.
- Create requisitions in accordance with the District policies and procedures.
- Complete tonnage, cost, and other necessary reports to fulfill the requirements of the EPA plan.
- Prepare and maintains records, reports, and other related documentation (fiscal, operational, promotional, etc.).

General Administrative Duties

- Answer questions and address concerns the public may have with or about a recycling program.
- Prepare and mail documents.
- Perform other related duties as required.

Typical Physical Activities

- Communicates orally and electronically with co-workers, clients and vendors in face-to-face, one-on-one, e-mail, and telephone or group settings.
- The employee is subject to chemical compounds found in an office environment; may be exposed to hazardous household waste.
- The employee regularly must be able to complete the following activities in the course of his/her job: standing, walking, fingering, picking, pinching, talking, hearing within normal ranges, lifting objects, grasping and stooping.
- The position requires "Light Work" - Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
- Travel between worksites is required and individual will be required to operate a motor vehicle to various locations within the scope of employment.

Employment Standards

Knowledge of:

- Variety of computer software applications in word processing, spreadsheets and database.
- Records management principles and practices.
- Effective recycling programs, practices and procedures.
- Public relations principles and practices, and public administration.
- Effective budgeting principles and practices.

Skill in:

- Interpersonal interaction to handle sensitive and confidential situations.
- Computer operation in electronic document management, Microsoft Office Suite including, Word, Excel, Power point and Outlook.
- Resolving conflict by weighing in on and resolving differences effectively.
- Effectively meeting deadlines by creating and meeting time commitments.

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Ability to:

- Deal with problems involving several variables within familiar context.
- Learn District policies and procedures to apply in the job.
- Learn program goals and objectives to apply in the job.
- Plan effectively by thinking and organizing strategies for either near or long term.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.
- Read, analyze and interpret general business periodicals, professional journals, technical procedures and government regulations.
- Exercise independent judgment and discretion.
- Write reports, business correspondence and procedure manuals.
- Solve practical problems and deal with a variety of concrete variable in situations where only limited standardization exists.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Communicate effectively.
- Develop and maintain positive relationships by behaving and communicating in a manner that promotes good relationship with customers, clients, co-workers and management.
- Manage emotions effectively.
- Maintain records according to established procedures.
- Calculate fractions, decimals, and percentages.
- Prepare accurate documentation.
- Travel to and gain access to work sites.

Additional knowledge, skills and abilities may be required to perform additional tasks specific to work or special assignments.

Desirable Education and Experience

Any combination of education and experience, which would likely produce the necessary knowledge and abilities, is qualifying.

- Bachelor's degree in public administration, management, environmental sciences, or other related discipline, plus two (2) years of secretarial, office management, and/or document management experience, or equivalent.
- Strong knowledge of computer software, programs and operation of such.
- Valid Ohio Driver's License Required.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such office environments. Observance of all safety rules and guidelines is imperative and expected at all times. The employee may be exposed to chemical compounds found in an office environment. Employee may also be exposed to hazardous household waste.

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Employee Signature

I have read the above job description and understand its contents. I understand that the information contained herein is not intended to be an exhaustive list of all responsibilities, duties and qualifications required in performing the job.

Name (Please Print)

Signature

Date