

# **Administrative Assistant**

Location: 4612 Beecher Rd, Flint, MI 48532

**Applications are required for consideration for this position.** Resume Submission alone is not an application for a position. An individual **must** complete our standard application form and provide proof of certificates and licenses required for the posted position.

There is one (1) opening for an Administrative Assistant at Genesee County Water and Waste Services in Flint, MI. Duties include but are not limited to: Provides administrative support (could be both general and legal in nature) to Division Executives, Management or Supervision as assigned. Duties include, but are not limited to: serving as key administrative contact person, assisting individuals in person and over the phone, interacting with State and Local officials, processing and placement of purchase orders and typing various forms. Drafts complex and technical correspondence and documents, attends meetings, and maintaining departmental records and files. Drafts confidential and sensitive correspondence.

## **MINIMUM QUALIFICATIONS**

- High school diploma or equivalent plus additional coursework or training in office management, business or related area. Associates degree in Accounting, Business or related area is preferred.
- Minimum of one (1) year of related secretarial experience
- Interpersonal skills necessary to provide courteous and accurate information to all levels of staff, customers, vendors, local municipalities, and others. The incumbent is also required to handle problem situations in a tactful, courteous and respectful manner.
- Written, typing and computer skills necessary for the creation and compilation of various documents, communications and reports. The incumbent is also required to utilize Microsoft Office (Word, Excel and PowerPoint) and database software applications.
- Working knowledge of the Division's GIS Project Tracking System, Cityworks and Kronos is preferred but not required.
- For Customer Service the EGLE Storm Water Operator and Soil Erosion and Sedimentation Control certifications are required.

## **WAGE SCALE:**

|     |   |
|-----|---|
| H-2 | Must meet all minimum qualifications  |
| H-3 | Must have at least 2 years of administrative experience. Associates Degree or Certification (CAA, CAP or PACE or equivalent) is preferred.  |
| H-4 | Must have at least 4 years of administrative experience. Associates Degree and Certification (CAA, CAP or PACE or equivalent) is preferred.   |
| H-5 | Must meet H-4 requirements above and have at least 1 year of purchasing experience. At the Divisions discretion an equivalent combination of education, experience, and certification may be considered.  |
| H-6 | Must have at least 6 years of administrative experience and 2 years of purchasing experience. Bachelor's Degree and Certification (CAA, CAP or PACE or equivalent) is preferred. At the Divisions discretion an equivalent combination of education, experience, and certification may be considered. |

| HOURLY |                             |           |          |          |          |          |          |          |          |          |
|--------|-----------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|
|        |                             | (A)-Start | (B)-YR 1 | (C)-YR 2 | (D)-YR 3 | (E)-YR 4 | (F)-YR 5 | (G) YR 6 | (H) YR 7 | (I) YR 8 |
| H-2    | Administrative Assistant H2 | 20.90     | 21.43    | 21.95    | 22.48    | 22.99    | 23.52    | 24.06    | 24.56    | 25.09    |
|        |                             | \$43,472  | \$44,574 | \$45,656 | \$46,758 | \$47,819 | \$48,922 | \$50,045 | \$51,085 | \$52,187 |
| H-3    | Administrative Assistant H3 | \$22.59   | \$23.16  | \$23.73  | \$24.29  | \$24.87  | \$25.44  | \$26.02  | \$26.58  | \$27.16  |
|        |                             | \$46,987  | \$48,173 | \$49,358 | \$50,523 | \$51,730 | \$52,915 | \$54,122 | \$55,286 | \$56,493 |
| H-4    | Administrative Assistant H4 | \$24.43   | \$25.04  | \$25.68  | \$26.30  | \$26.94  | \$27.58  | \$28.20  | \$28.84  | \$29.45  |
|        |                             | \$50,814  | \$52,083 | \$53,414 | \$54,704 | \$56,035 | \$57,366 | \$58,656 | \$59,987 | \$61,256 |
| H-5    | Administrative Assistant H5 | \$26.44   | \$27.13  | \$27.82  | \$28.51  | \$29.21  | \$29.90  | \$30.58  | \$31.27  | \$31.97  |
|        |                             | \$54,995  | \$56,430 | \$57,866 | \$59,301 | \$60,757 | \$62,192 | \$63,606 | \$65,042 | \$66,498 |
| H-6    | Administrative Assistant H6 | \$28.82   | \$29.59  | \$30.35  | \$31.12  | \$31.88  | \$32.65  | \$33.41  | \$34.18  | \$34.94  |
|        |                             | \$59,946  | \$61,547 | \$63,128 | \$64,730 | \$66,310 | \$67,912 | \$69,493 | \$71,094 | \$72,675 |

Applications shall be mailed to:  
 Genesee County Water and Waste Services, Attn: HR  
 4610 Beecher Rd, Flint, MI 48532  
 Applications can be e-mailed to: [hr@gcdcwws.com](mailto:hr@gcdcwws.com)

Position open until filled  
 Applications must either accompany or follow resume submission

**NO PHONE CALLS. EEO.**



GENESEE COUNTY DRAIN COMMISSIONER'S OFFICE  
DIVISION OF WATER & WASTE SERVICES

**JOB DESCRIPTION**

**JOB TITLE:** ADMINISTRATIVE ASSISTANT **DEPARTMENT:** Division-wide

**REPORTS TO:** Varies

**REVISED:** 07.07.2023

**JOB SUMMARY:** Duties may include but are not limited to: Provides administrative support (could be both general and legal in nature) to Division Executives, Management or Supervision as assigned. Duties include, but are not limited to: serving as key administrative contact person, assisting individuals in person and over the phone, interacting with State and Local officials, processing and placement of purchase orders and typing various forms. Drafts complex and technical correspondence and documents, attends meetings, and maintaining departmental records and files. Drafts confidential and sensitive correspondence.

**PRIMARY DUTIES & RESPONSIBILITIES (ALL LEVELS):**

- Serves as key administrative contact person for Division Executives, Supervisors and Managers. Duties may include: screening visitors and telephone calls for the Executives, Supervisors or Managers as assigned, recording and relaying messages, and providing information and assistance; informs the Division Executives and Department Heads of situations warranting further attention
- Types letters, correspondence, forms, reports and other documents which are often confidential in nature. Functions as a resource person to employees, customers, local municipalities and others providing information and assistance.
- Schedules meetings and special activities, coordinates arrangements for meetings/special activities, and assembles/prepares required materials; attends meetings and records meeting minutes as directed.
- Works cooperatively and maintains communication with other departments and external parties to coordinate activities, resolve problems and exchange information.
- Establishes and maintains an efficient filing system for a variety of records, reports, contracts, and general correspondence.
- May Input timekeeping information including data entry of scheduled time off and approved overtime hours worked and preparing related reports. Prepares reports and assists with timekeeping sign-offs
- Opens sorts and distributes incoming mail.
- Manage and process work orders and purchase orders as needed.
- Purchases supplies, parts and equipment as needed. Helps to manage inventory as needed.
- Procures vendor price quotes as needed. Researches new vendors as needed.
- Maintains confidentiality of documents and information received.
- Provides secretarial and administrative support to other departments as needed.
- This position may provide back-up to the Administration Building Customer Service Department.
- Works with the Division Finance Department as needed to assure timely payment of purchases.
- Provides training and oversight to lower level Administrative Assistants.
- Performs other duties as assigned (specific to the work location assigned).

***PRIMARY DUTIES & RESPONSIBILITIES For ADMINISTRATIVE ASSISTANT H-8 (when reporting to Risk-Safety Manager and/or HR Manager):***

- Maintains employee time keeping accuracy in Kronos for bereavement, suspensions and jury duty. Creates new job titles in Kronos software.
- Coordinates the recruitment and staffing function, duties include, but are not limited to; posting/advertising open positions, scheduling qualified applicants for an interview. Maintains files of resumes/applications from external candidates, and new hire orientation.
- Administers the Division's short term disability program, duties include; completing employer portion of paperwork, timekeeping, and tracking lost time for retirement.
- Administers the Division's retiree benefit programs, duties include but are not limited to; transfers retiring active employees and dependents to retiree benefit program and enrolls eligible employees for Medicare Parts A & B.
- Administers the Division's employee benefit programs. Duties include, but are not limited to, enrolling new employees and their dependents in benefit programs, working cooperatively with employees and insurance companies to resolve benefit-related problems/ questions, coordinating the employee benefit open enrollment process, reconciling and approving insurance vendor invoices for payment, and other related tasks.
- Coordinates the execution of the workers' compensation program, duties include filing injury reports to the insurance carrier, updating the OSHA 300 log, and time keeping.
- Creates and maintains up-to-date employee records and files; maintains the human resources module of the Division's information system, New World Systems. Duties include but are not limited to; creating new job titles for each cost center, updating job postings, adding new employee information and maintaining the accuracy of employee and retiree information, adding grievance, applicant, discipline and training records. Creates and maintains accurate 1095 reporting information for all active, retiree employees and their dependents.
- Maintains the Department of Transportation CDL files in compliance with the Federal Motor Carrier Safety Administration. Duties include but are not limited to, tracking employee DOT physicals and driver licenses, yearly motor vehicle driver's certification of violations and review of driving records. Maintaining the CDL random drug tests.
- Tracks safety equipment assignments, vaccinations, Rx eyewear and maintains safety inventory. Generates equipment and project purchase orders for Safety and HR Departments.
- Assists with training schedules.
- Supports the Division Safety Committee by keeping logs minutes and other records as needed.
- Provides assistance and consultation to staff in interpreting the Division policies and negotiated agreements, and addressing a variety of staffing, performance, and general human resources issues.
- Maintains and distributes the uniform list for union, non-union and exempt employees.
- Maintains the certification bonus list and the insurance opt-out list and coordinates these payments with payroll.
- Maintains and coordinates payments with payroll.
- Maintains current knowledge of regulatory standards related to the human resources function.
- Performs other duties as assigned.

***PRIMARY DUTIES & RESPONSIBILITIES For EXECUTIVE ADMINISTRATIVE ASSISTANT H-8 (when reporting to Assistant Director of Engineering and/or Chief Deputy Drain Commissioner and/or Corporation Counsel):***

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*

- May act as the recording secretary for public meetings or public hearings for the Division.
- Provides training to other administrative staff and directs the workload of that staff.
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics; coordinating case preparation.
- Conserves attorneys time by reading, researching, reviewing, verifying, and routing correspondence, reports and legal documents; drafting letters and documents; collecting and analyzing information; initiating telecommunications; organizing client conferences, and attorney meetings; scheduling couriers, court reporters, expert witnesses, and other special functions; coordinating preparation of charts, graphs, and other courtroom visuals; preparing expense reports
- Maintains client confidence by keeping client/attorney information confidential.

#### **MINIMUM QUALIFICATIONS (ALL LEVELS):**

- High school diploma or equivalent plus additional coursework or training in office management, business or related area. Associates degree in Accounting, Business or related area is preferred.
- Minimum of one (1) year of related secretarial experience
- Interpersonal skills necessary to provide courteous and accurate information to all levels of staff, customers, vendors, local municipalities, and others. The incumbent is also required to handle problem situations in a tactful, courteous and respectful manner.
- Written, typing and computer skills necessary for the creation and compilation of various documents, communications and reports. The incumbent is also required to utilize Microsoft Office (Word, Excel and PowerPoint) and database software applications.
- Working knowledge of the Division's GIS Project Tracking System, Cityworks and Kronos is preferred but not required.
- For Customer Service the EGLE Storm Water Operator and Soil Erosion and Sedimentation Control certifications are required.

#### **MENTAL, PHYSICAL & OTHER REQUIREMENTS (ALL LEVELS):**

- Mental ability to work on tasks requiring accuracy and attention to detail, adapt and respond to multiple priorities and demands, and positively deal with the concerns of customers.
- Physical ability to properly operate required office equipment and transport boxes of equipment supplies weighing up to 20 pounds (for Treatment Plant this weight limit increases to 50 lbs).
- Must possess and maintain a valid Michigan driver's license and qualify to drive a Division vehicle in compliance with the Division Driver Policy

#### **WORKING ENVIRONMENT:**

- For Administration Sewer or Water: Normal office environment with little, if any, discomfort due to heat, dust, noise and the like.
- For Treatment Plants: Normal wastewater or water treatment plant environment with some exposure to raw sewage, fumes, odors, dust, noise, bodily injury, electrical and chemical hazards, confined work areas and the like.
- This position shall not work remotely or virtually.

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**WAGE SCALE:**

|     |   |
|-----|---|
| H-2 | Must meet all minimum qualifications  |
| H-3 | Must have at least 2 years of administrative experience. Associates Degree or Certification (CAA, CAP or PACE or equivalent) is preferred.  |
| H-4 | Must have at least 4 years of administrative experience. Associates Degree and Certification (CAA, CAP or PACE or equivalent) is preferred.   |
| H-5 | Must meet H-4 requirements above and have at least 1 year of purchasing experience. At the Divisions discretion an equivalent combination of education, experience, and certification may be considered.  |
| H-6 | Must have at least 6 years of administrative experience and 2 years of purchasing experience. Bachelor's Degree and Certification (CAA, CAP or PACE or equivalent) is preferred. At the Divisions discretion an equivalent combination of education, experience, and certification may be considered.   |
| H-8 | Must meet H-6 requirement above and have at least 6 years of HR or Safety related experience. Bachelor's degree in HR Management, Labor Relations, Business Administration, Safety or related area is preferred. Must have Certified HR Specialist Certificate or ability to obtain in one year. Must have relevant Safety certificate or ability to obtain in one year. Must have knowledge of Labor Laws, COBRA, FMLA, DOT, MiOSHA and OSHA. At the Divisions discretion an equivalent combination of education, experience, and certification may be considered. |
| H-8 | Must meet H-6 requirement above and have at least 5 years of legal experience. Bachelor's Degree and Certification (CAA, CAP, PACE, NALS-CLP or equivalent) is preferred. At the Divisions discretion an equivalent combination of education, experience, and certification may be considered.  |

*\*H-8 is for Executive Administrative Assistant assigned to Assistant Director of Engineering, HR Manager, Risk/Safety Manager or Chief Deputy Drain Commissioner or Corporation Counsel*

Approved by:  Date: 9/13/23  
Chief Deputy Drain Commissioner

Approved by:  Date: 9/14/2023  
Division Director

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