



**THE TOWN OF GYPSUM** is accepting applications for a **FULL-TIME OFFICE COORDINATOR IN THE PUBLIC WORKS DEPT.** \$17.74- \$22.18/hr. DOQ, plus an excellent benefits package. Manage and maintain a variety of general office activities by performing the essential functions with independent judgment or through direction from the Public Works Director or Assistant Director.

Submit job application, resume and three (3) letters of reference to Attn. Human Resources Director, P.O. Box 130, Gypsum, CO 81637. Job description and application available online [www.townofgypsum.com](http://www.townofgypsum.com). Equal Opportunity Employer.

Posting Date: 04/04/19

Closing Date: 04/12/19



**Position:** Office Coordinator  
**Department:** Public Works  
**Salary:** \$17.74- \$22.18/hr. DOQ  
**Benefits:** Yes

**EMPLOYMENT STATUS:**

1.0 full-time equivalent. This is an at-will, non-exempt position.

**GENERAL STATEMENT OF DUTIES:**

Manage and maintain a variety of general office activities, performing the essential functions with independent judgment or through direction from the Public Works Director or Assistant Director.

**SUPERVISION RECEIVED:**

Works under the general guidance of the Public Works Director and Assistant Director.

**SUPERVISION EXERCISED:**

None.

**ESSENTIAL FUNCTIONS:**

- Plan, coordinate and schedule project assignments of with various department employees under the direction of the Public Works Director and Assistant Director.
- Office liaison between the general public and department staff assuring all calls and written communications are routed to the appropriate staff in a timely manner.
- Communicate with department staff and administrative staff via cell phone and/or radio.
- Maintain utility accounts and process monthly billing, including but not limited to, computer input of new and terminated accounts, download of meter reading data, assignment of trash container numbers, and preparation of the necessary reports related to utility accounts.
- Document management.
- Assist with scheduling of meetings and training sessions for department staff.
- Works closely with Public Works Director and Assistant Director to promote a safe working environment.
- Formulate and track various data that is required to be maintained by the department.
- Manage the “Community Service Worker” Program.

- Research and develop resources that create a timely and efficient workflow within the department.
- Analyze and organize office operations and procedures such as bookkeeping, review of timesheets and leave requests, information management, filing, requisition of supplies, and other office-type duties.
- Maximize department productivity through proficient use of software applications, including but not limited to, Microsoft Word, Excel, Outlook, and Caselle (utility billing program).
- Formulate procedures for systematic retention, protection, retrieval, transfer, and disposal of records.
- Produce and manage Purchase Orders and Accounts Payable within the department.
- Assist the Public Works Director and Assistant Director with expenditure and budget reporting, as needed, and to initiate cost reduction programs.
- Maintain courteous and informative contact with customers and outside vendors.
- Maintain a high level of confidentiality for verbal and written information and knowledge relating to customer accounts, department programs, and other related work.

**KNOWLEDGE, ABILITY, AND SKILL:**

Knowledge:

- General accounting procedures.
- Microsoft products (Microsoft Word, Excel, Outlook).

Ability:

- Ability to learn other software programs utilized in the operation of the department (Caselle).
- Handle multiple projects and interruptions, and respond quickly to different situations.
- Drive to required location for delivery or pick up mail and other materials.
- Work courteously with the general public on the telephone or in person.
- Perform simple mathematical calculations.
- Keep accurate records.
- Work effectively in both self-directed and team environments.
- Establish successful working relationships internally as well as externally.

Skill:

- Excellent written and oral business communications with citizens and outside agencies.
- Excellent interpersonal communications with team members, peers, supervisors, citizens, and outside agencies.

**ADDITIONAL REQUIREMENTS**

- Must be physically capable of operating vehicles safely, possess a valid Colorado driver's license and have an acceptable driving record. Use of a personal vehicle for Town business will be prohibited if the employee is not authorized to drive a Town vehicle or if the employee does not have personal insurance coverage. This position requires the ability to travel independently within Town limits to perform the assigned duties and responsibilities.
- Must successfully pass a criminal background check.

**MINIMUM QUALIFICATIONS**

Education and Experience

- Minimum, High School Diploma or G.E.D or Post-secondary graduate, with a major in Administration or Business from a recognized institution.
- Two to three years of experience in office management or an administrative assistant position.

OR

- Any combination of education, training, and experience which provides the required knowledge, skills, and abilities.

**PHYSICAL REQUIREMENTS/WORK LOCATION:**

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift and carry a maximum of 60 pounds. The employee is frequently required to stand, walk, sit, twist, balance, stoop, kneel, crouch and bend.

Work Location:

- This is an office-based job and work is generally performed under typical office conditions.

***This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skill, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions. This job description does not constitute an employment agreement with the employer and is subject to change by the employer as the needs of the employer and the requirements of the job change.***

I understand the description of this job and the essential functions, as given above. I also understand that all the duties are not described above and that I will perform those above and other related duties as directed by my supervisor and management.

Signature \_\_\_\_\_

Date \_\_\_\_\_