

ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT

We value and expect excellent customer service as well as teamwork and cooperation among all employees.

MISSION STATEMENT

(adopted by Board of Supervisors, January 1996)

The Addison County Solid Waste Management District is a union municipality that exists to cooperatively and comprehensively address the solid waste management interests of its member municipalities. The mission of the District is to:

- ♦ promote waste reduction and pollution prevention;
- ♦ maximize diversion of wastes through reuse, recycling, and composting;
- ♦ provide for the disposal of remaining wastes; and
- ♦ seek environmentally sound and cost-effective solutions in all of its programs, services, and facilities.

Job Description

ADMINISTRATIVE ASSISTANT – FULL-TIME

Grade Level 3

REPORTS TO: Business Manager

BASIC FUNCTION:

To support the District office staff by answering the phone, filing, preparing mailings, updating and maintaining records, and providing other administrative and clerical support as needed. This description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible responsibilities, tasks, and duties.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Answers the phone and refers calls or provides information to callers as necessary;
- Greets visitors in office lobby and directs them to appropriate staff for assistance;
- Prepares, sorts, and collates mail;
- Maintains office calendars for personnel leave;
- Performs other administrative duties (typing, filing, organizing, copying, mailings, etc.) for District Manager and other office staff as needed;
- Maintains commercial hauler licensing records and follows up with requests for information in haulers' license applications;
- During Business Manager absence, assists with Accounts Payable, Accounts Receivable, & Payroll;
- Responsible for ordering and maintaining inventory of Office and Transfer Station Supplies;
- Fills in at Scalehouse during Scalehouse Operator's lunch break and during their absences, as needed. May require an occasional Saturday shift.

SUPERVISION RECEIVED:

Moderate supervision is received from the Business Manager. The District Manager is responsible for overall supervision and evaluation of District employees.

MINIMUM QUALIFICATIONS:

- Education — High school degree or equivalent with reading, communication, mathematical, and computer skills;
- Familiarity with Windows-based software including Word and Excel;
- Excellent customer service skills;
- Strong organizational and communication skills;
- Ability to perform multiple tasks;
- Sound decision-making skills.