

Job Title: Office Assistant (Career Development Pathway)

About the Role

Are you looking for an administrative role that offers a clear path for professional growth? We are seeking a highly organized and motivated **Office Assistant** to provide vital administrative and clerical support to ensure the smooth daily functioning of our District.

This is a multi-faceted developmental role designed to support our Office Manager. Structured as a professional growth path, you will transition from handling foundational front-office duties to independently managing complex functions, including municipal accounting, payroll administration, and Board of Supervisors support. A critical and specialized component of this role involves environmental compliance, where you will manage state and federal regulatory documentation and assist with GIS-based infrastructure mapping.

Essential Duties & Responsibilities

1. Financial Administration & Accounting Support

- **General Ledger & AP:** Assist in maintaining the General Ledger and Accounts Payable; record purchases, verify CD interest, and monitor trust accounts.
- **Financial Reporting:** Learn to prepare monthly O&M and Capital Improvement Fund summary statements.
- **Banking:** Reconcile monthly bank accounts and prepare checks for signature.
- **Audit Preparation:** Assist the Office Manager in gathering data for the annual external audit.

2. Payroll & Personnel Services

- **Payroll Processing:** Support weekly payroll preparation and deduction maintenance.
- **Tax & Retirement:** Assist with tax deposits, retirement reports, and year-end forms (W-2s, 1099s).
- **Tax Records:** Learn to maintain tax collection summaries, fee deductions, and refund tracking.

3. Environmental Compliance & MS4 Coordination

- **MS4 Records:** Maintain daily Best Management Practices (BMP) records for the TPDES Phase II MS4 General Permit.

- **GIS Mapping & Inspections:** Help create/update the MS4 outfall inventory map using GIS tools, draft inspection parameters, and maintain dry-weather outfall accountability books.
- **SWP3 Permitting:** Coordinate construction Stormwater Pollution Prevention Plan (SWP3) permits and act as a liaison regarding site violations.
- **Public Education:** Coordinate the distribution of Stormwater Impact educational materials to local schools and the public.

4. Board & Clerical Operations

- **Board Support:** Assist in typing agendas and official minutes for Board of Supervisors meetings.
- **Communication:** Serve as the District receptionist; operate base station radio/cellphone to relay messages to field crews.
- **Documentation & Records:** Type formal letters and bid packages; take primary responsibility for the organization and security of the Vault Room.

5. Operational Reporting

- **Debris Tracking:** Tabulate reports regarding debris removal from pump stations and gravity outfalls following rain events.

Requirements & Qualifications

- **Education:** High School Diploma or GED required. An Associate's degree in Business Administration, Accounting, Environmental Science, or a related field is highly preferred.
- **Experience:** Minimum of two (2) years of progressive administrative or clerical experience. Experience in a government/municipal setting or with environmental permit tracking is a significant plus.
- **Technical Skills:** Proficiency in Microsoft Office (Word, Excel), working knowledge of payroll/accounting software, and an aptitude for learning GIS mapping and fleet management systems.
- **Core Competencies:** Basic knowledge of bookkeeping, professional verbal/written communication, strict attention to detail, and exceptional organizational skills.
- **Licenses:** Must possess a valid Driver's License.

Working Conditions & Special Requirements

- **Work Environment:** Primarily an office-based position with occasional requirements to assist with outdoor public education and compliance events.
- **Physical Demands:** Ability to sit for extended periods for data entry; capable of lifting and organizing record boxes weighing up to 30 pounds.
- **Schedule & Flexibility:** Primarily standard business hours. However, the candidate must have the ability to work all three shifts (day, evening, and night) and overtime as operational needs and emergency storm responses require.
- **Emergency Response:** Mandatory participation in the district's hurricane expo and hurricane inspections.
- **Pre-Employment:** Must successfully pass a pre-employment physical, drug screening, and background check.