

DOWNERS GROVE SANITARY DISTRICT

JOB DESCRIPTION

TITLE: ADMINISTRATIVE SUPERVISOR

FLSA: Exempt

PAY RANGE: SUPERVISOR

GENERAL SUMMARY

Responsible for general operation of the Administration Center, including user billing, fiscal programs, purchasing, recordkeeping, personnel functions and special projects. Supervises User Billing Coordinator, Administrative Assistants, Accounting Assistant, part-time Clerical and Information Coordinator. Acts as human resources officer for the District. Reports directly to the General Manager.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- 1) Supervises general office staff.
- 2) Trains and evaluates general office staff.
- 3) Apprises newly-hired employees of rules and regulations governing Sanitary District employees and applies and enforces same.
- 4) Approves payroll and schedules overtime of direct subordinates.
- 5) Assists with administrative aspects of purchases for all areas of operation. Responsible for purchases made by Administrative staff.
- 6) Assists in formulation, determination and effectuation of personnel, labor relations and collective bargaining policies.
- 7) Serves as human resources/personnel officer in recruitment of employees, implementation of employee policies, administration of benefits, and managing all workers' compensation and unemployment compensation claims.
- 8) Serves as Assistant Clerk, including responsibility for administrative recordkeeping and reporting, assisting with preparation for Board of Trustees meetings, attending the meetings and assisting with preparation of the minutes.
- 9) Assists in preparation of annual budget, preparing budget requests for administrative operations and maintenance.
- 10) Assists with annexations and easements process.
- 11) Coordinates the District's insurance coverages with insurance brokers.

- 12) Serves as District Treasurer, responsible for District's fiscal program, including responsibility for user billing system, financial recordkeeping and reporting, investments and year-end audit.
- 13) Prepares and arranges for publication of legal notices.
- 14) Administer substance abuse programs, including drug and alcohol testing.
- 15) Responsible for implementation of public outreach, including maintaining web presence, billing and newsletter messaging and distribution, and coordinating the annual open house.
- 16) Coordinates, processes and tracks claims under the Back-up Reimbursement Program.
- 17) Coordinates clerical and legal support for other system programs.
- 18) Responsible for special projects as assigned by General Manager.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- 1) Requires a Bachelor's degree or equivalent experience demonstrating the knowledge and experience to perform the work described under Principal Duties and Responsibilities identified herein.
- 2) Requires six years of supervisory experience in an administrative role and/or in municipal government.
- 3) Knowledge of personnel policies and systems, normally acquired through college-level or professional courses.
- 4) Requires comprehensive knowledge of accounting, with specialization in municipal accounting systems, generally acquired through college level courses or related work experiences.
- 5) Knowledge of computerized billing and accounting systems, normally acquired through two years of work experience.
- 6) Requires strong communication skills, both verbal and written, needed for detailed report preparation and public speaking.
- 7) Interpersonal skills required to lead others and deal effectively with the public.
- 8) Requires ability to lead others. Must be able to inspire loyalty and cooperation from those supervised, and to improve the productivity of same.

WORKING CONDITIONS

Normal office environment. Must be available for emergency operations as required.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

12/09/2021