

**Washington County  
Public Utility & Assistant Grants Administrator  
Job Description**

**Job Code:** 16  
**Exempt:** No  
**Department:** Grants Administration  
**Reports To:** Grants Administrator  
**Location:** County Offices  
**Date Prepared:** July 08, 2016  
**Date Revised:**

**GENERAL DESCRIPTION OF POSITION**

The incumbent is responsible to audit and monitor the financial activities of the Responsible Entities concerning Decentralized Community Sewer Systems. The incumbent will meet with POA's and other entities to provide information and advice with regard to County policies and regulations. The incumbent will assist Grants Administrator with applications for and monitoring grant awards and distributions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assure Washington County and Responsible Entities, as defined by Ordinance, are abiding by financial rules and regulations concerning sewers.
2. Ensure proper operations and maintenance of community sewer systems.
3. Maintain records of Responsible Entities' financial activities as it relates to Rules and Regulations and Ordinances. Coordinate with Responsible Entities and home owners and developers concerning decentralized sewer systems, easements, engineering studies and other activities as assigned by the County Judge.
4. Prepare and maintain a current customer list, conduct negotiations and discussions with Responsible Entities, Developers, Operators, and Property Owners.
5. Ensure that adequate Bonds, Letters of Credits, or Cash funds are maintained.
6. Inspect Responsible Entities financial setup and review annual audits. Provide information and advice on County policies and procedures.
7. Search for Grants, train on writing grants, write grants, follow up with grants, monitor and record grant distributions and assist Grant Administrator as needed.
8. Travel is required.
9. Training with established sewer system authorities.
10. Perform any other related duties as required or assigned.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge,

skill, and/or ability required.

### **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 5 years related experience and/or training, and 1 to 6 months related management experience, or equivalent combination of education and experience.

### **COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

### **CRITICAL THINKING SKILLS**

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Class I Wastewater Operator License must be obtained within six months of employment. A Class II Wastewater Operator License is preferred.

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

### **SOFTWARE SKILLS REQUIRED**

Intermediate: 10-Key, Accounting, Spreadsheet, Word Processing/Typing  
Basic: Alphanumeric Data Entry

### **INITIATIVE AND INGENUITY**

#### **SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

#### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

#### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

### **MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

#### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

#### **RESPONSIBILITY FOR WORK OF OTHERS**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

No supervision.

Supervises the following departments: Not indicated.

#### **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

#### **ACCURACY**

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

#### **ACCOUNTABILITY**

##### **FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

##### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

##### **IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates

with others in taking action for a department and/or total organization.

### **PUBLIC CONTACT**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

### **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Occasional use of highly complex machines and equipment; specialized or advanced software programs.

### **WORKING CONDITIONS**

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and occasional pushing, carrying, or lifting.

### **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to fumes or airborne particles, outdoor weather conditions, wet or humid conditions. The noise level in the work environment is usually moderate.

### **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; depth perception; and ability to adjust focus.

### **ADDITIONAL INFORMATION**

Five years of experience working in accounting, local government, and/or wastewater is preferred. Must have good organizational skills.

Good communication skills are necessary as there are frequent contacts with the public/others. Machine skills include computer, copier, calculator, word processing and excellent keyboarding skills are necessary. Knowledge of wastewater treatment principals preferred.