

PUBLIC WORKS COORDINATOR

Cherokee County, SC



Salary

Location

541 Concord Road
Gaffney, SC 29341

Job Type

Full Time

Department

Public Works

FLSA

NON-EXEMPT

Job Summary

This is a full-time position responsible for providing support to all Departments within Cherokee County Public Works as well as support for County Administration as it relates to Public Works operations. This position will report to County Administration and serve the Roads and Bridges Department, Solid Waste Collections Department, Recycling Department, and County Administration. Duties include but are not limited to: providing customer service to residents by answering questions related to the appropriate public works department, providing customer service to residents and supporting departments by routing specific resident requests/concerns/complaints to the appropriate department for response, developing reports, the management of appointment and meeting schedules as necessary; building, maintaining, and organizing files (physically and electronically,) FOIA requests, assisting administration with public service announcements as they relate to public works operations, and assisting with the implementation of special projects. This position requires excellent organizational and communication skills and the ability to multitask. This position requires a high level of professionalism and the ability to work independently with minimal supervision.

Essential Functions

Essential Functions	% of Time
<ul style="list-style-type: none"> • Public Works Facility Support <ul style="list-style-type: none"> ➤ Compiles, maintains, and organizes all files (physically and digitally) within the Public Works Facility. Some filing will occur within the individual department and will not be the responsibility of the Public Works Coordinator. ➤ Ensures all office, toiletry, and food supplies are maintained in the Public Works Facility throughout the fiscal year. Assists with budget preparation to determine annual needs and monitors Public Works budget for these needs throughout the year. Completes PO Requisitions to obtain needed supplies. ➤ Assists with the organization and implementation of Public Works events. ➤ Provides Administration with vital information regarding Public Works Operations so that that information can be communicated county-wide as needed. ➤ Assists Administration with special projects as required. ➤ Maintains all building facility keys and ensures access to specific building facilities and rooms are only provided to the appropriate employees. 	35%
<ul style="list-style-type: none"> • Public Works & Administration Departmental Support <ul style="list-style-type: none"> ➤ Answers the main phone line at the Public Works Facility for the Roads and Bridges Department, Solid Waste Collections, and the Recycling Department. Provides responses to questions regarding each office served. Maintains information from each department served to answer general questions for the public without transferring calls out to department. ➤ Answers questions via e-mail. These questions may come from the general public, county vendors/contractors, or county employees/elected official offices. Uses independent judgement to contact other offices/departments as needed to obtain the answer to questions to provide an appropriate and accurate response. If needed, forwards the question to the appropriate department/office. ➤ Receives some FOIA requests and ensures the appropriate department/office receives the request in a timely manner. 	55%
<ul style="list-style-type: none"> • Other Misc Duties as Assigned: <ul style="list-style-type: none"> ➤ Assist the Administration with special projects under their direction as needed. ➤ Maintain all Public Works Facility's Conference Room scheduling to ensure meeting conflicts do not occur. 	10%

Qualifications

Job Requirements

- Minimum of three years in an administrative role with a customer service component.
- Proficient with technology, i.e. Microsoft Office Products, Adobe Products
- Must be able to operate a motor vehicle and in possession of a valid driver's license.
- Must be able to successfully pass a drug screen.

Preferred Qualifications

- Associate's degree in Business Administration or related professional certificate.

Performance Requirements

- Knowledge of the policies, procedures, and activities of the County and practices related to administrative and government work.
- Knowledge of the assigned functions and assigned departments necessary in the completion of daily responsibilities.
- Knowledge of the terminology, principles, and methods utilized within the County.
- Knowledge of standard administrative practices.
- Effective communication and positive customer service attitude and ability to interact well with employees, supervisors, members of the general public.
- Skill and mathematical ability to handle required calculations.
- Ability to use Microsoft software to put together reports that effectively communicate results requested.
- Skill and creative ability to facilitate events, morale boosting, and team building as necessary within the Public Works Department.

Other Information

Working Conditions

Primary Work Location: Cherokee County Public Works Facility
541 Concord Road Gaffney, SC 29341

Physical Demands:

Frequently requires the need to sit, operate computer equipment, transport and reposition <5 pounds of material/equipment from ground to waist and at waist level.

Mental Demands:

Continuously requires the general ability to learn and to understand instructions and underlying principles; understand and follow oral and written instruction, and the ability to make decisions in accordance with established procedures and policies.

Americans with Disabilities Act Compliance

Cherokee County is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request an ADA accommodation.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.