

# CITY OF CHATTANOOGA

## Classification Specification Title: Administrative Support Coordinator (Wastewater)

**Department:** Wastewater

**Pay Grade:** WWFG.06

**Supervision Received From:** Assistant Director Admin.

**FLSA Status:** Non-Exempt

**Supervisory Responsibility:** None

**Established:** 1/02/26

**Revision Dates:** N/A

### CLASSIFICATION SUMMARY:

The incumbent in this classification is to perform and/or oversee responsible bookkeeping, budgetary, purchasing and related administrative functions for an assigned department or large division. Duties and responsibilities may vary, depending upon department assignment.

### SERIES LEVEL:

The Administrative Support Coordinator is a stand-alone position.

### ESSENTIAL FUNCTIONS:

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Assists management with the monitoring of approved budget for department or large division; maintains financial records and related information; creates/modifies spreadsheets and files to facilitate departmental/division record keeping; enters and retrieves data from the computerized accounting system and/or departmental spreadsheets; tracks expenditures and monitors against allocated funds; works with the Finance Department to resolve any problems or discrepancies.

Prepares departmental payroll documents, financial statements, and other reports as required to report accounting activities and assist management in making decisions; reconciles bank statements.

Receives and processes invoices, billing statements and receipts for payment; submits to supervisor for approval; verifies authorization for purchases prior to payment; calculates totals to ensure compliance with budgetary requirements; posts to appropriate account; enters into appropriate accounting records; forwards to appropriate department for processing and payment.

Initiates billings for services rendered by the City; records invoice date, number and amount; receives payment and matches to appropriate invoice; indicates paid invoice; processes payments and submits to appropriate department; notifies supervisor of overdue invoices.

Assists with monitoring state and federal grant programs; processes monies received; compiles data and prepares reports for reimbursement and other purposes; apply monies to correct accounts; compiles data for yearly audit; maintains integrity and confidentiality of all information.

Oversees cash flow for undercover and investigative operations; prepares and distributes wages for operatives; ensures appropriate receipts and documents are procured from officers; verifies and balances receipts with accounting records; reports any discrepancies; maintains integrity and confidentiality of all records.

Composes, types and/or prepares various correspondence, letters, memoranda and specialized reports and documents for assigned department; reviews for accuracy and completeness; makes copies, faxes, and/or files for departmental use and future reference.

Maintains departmental databases; inputs information into computerized systems; ensures data is accurate and correct prior to being input; purges old information as required.

Performs other administrative duties such as, coordinating travel arrangements and tracking expenditures; receiving, sorting and distributing incoming and outgoing mail; scheduling and coordinating meetings as required by director; and serving as Notary Public.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

#### DEPARTMENT SPECIFIC DUTIES (if any):

#### MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by college level course work or vocational training in accounting, bookkeeping, or related field required; supplemented by four (4) years of previous experience and/or training involving accounting, purchasing, bookkeeping or budgetary functions required; or any equivalent combination of education, training, and experience.

#### LICENSING AND CERTIFICATIONS:

None

#### KNOWLEDGE AND SKILLS:

Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations. Ability to communicate effectively with coworkers, supervisors, and the public, focus on routine interactions and receiving work direction; interpret data; communicate and utilize interpersonal skills to interact with internal departments, auditors, and external agencies. Ability to exercise

judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**PHYSICAL DEMANDS:**

Positions in this class typically require standing, walking, fingering, talking, hearing, seeing, and repetitive motions.

**WORK ENVIRONMENT:**

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.