

TECHNICAL PROGRAMS SECRETARY JOB DESCRIPTION

INTRODUCTION

This position is primarily responsible for clerical support and administrative duties associated with the District's technical programs. Provide clerical assistance to the Director of Administration.

DUTIES AND RESPONSIBILITIES

General clerical duties include filing, typing, answer telephone calls, operate office equipment, prepare mailings and schedule meetings.

Updates the technical programs database and files.

Clerical support to the stormwater management program and erosion and sedimentation program with entering of plans, permits, inspections, complaints and technical assistance.

- *Take initial complaint from caller, print out mapping and give to appropriate department. Coordinate and schedule site visits as needed.*
- *Schedule and attend meetings with homeowners applying for general permit applications. Assist them with completing paperwork as needed.*
- *Run PNDI searches for all conservation programs.*
- *Schedule and attend APCC meetings with applicants, erosion control specialists and stormwater management staff.*

Clerical support to the forestry program with Westmoreland Woodlands Improvements mailings, and entering inspection reports.

Clerical support for the watershed program with expense tracking and reporting, prepare bid packages, and reimbursement requests.

- *Run drainage area reports for homeowners with streambank problems.*

Clerical support for the dirt, gravel, and low-volume program with meeting minutes, mailings and emails.

Clerical support for the DCED Floodplain Management Program (periodically) with scheduling of appointments with municipal officials and preparing reports.

Assist Education Program Coordinator in workshops, events or projects.

Assist Director of Administration in special events or projects.

Perform other reasonable duties as assigned by the Director of Administration, Assistant District Manager/Technical Programs Director or District Manager/CEO.

EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED); or three to six months related experience and/or training; or equivalent combination of education and experience. Proficiency in Microsoft Office computer software; specifically Word and Excel.