



## Job Description

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<b>TITLE:</b> Solid Waste Coordinator	<b>JOB CODE:</b> 4400
<b>DEPARTMENT:</b> Public Works	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> November 2005	<b>FLSA CLASS:</b> Clerical
<b>UPDATED:</b> February 28, 2023	<b>WORK LOCATION:</b> Aztec, NM
	<b>REMOTE WORK ELIGIBLE:</b> NO

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**Summary:** Under general supervision of the Solid Waste Manager, performs a variety of clerical, technical, organizational, and administrative activities to support the functions of a department. Often the front-line representative of San Juan County Solid Waste department, this position must possess outstanding public relations and communication skills. Assist with daily Solid Waste operations.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Maintain department files; research files and computer databases; assure all administrative actions are in compliance with County policy, procedures and guidelines.
- Provide information and assistance to visitors and others having business with the department; assist customers with applications, forms, and other documents.
- Responsible for cash handling of fees collected at Transfer Station; receive, count and deposit cash; reconciliation of daily cash receipts; maintain cash receipt log/records and related documents; ensure compliance of cash handling procedure, including transport and securing of cash. Prepare monthly cash statements.
- Research inquiries from employees with personnel questions; review and process forms to execute personnel change transactions.
- Maintain department statistical information; collect statistical data and compile data for reports; update and assure the accuracy of databases; create management reports.
- Utilize the County payroll computer system to input, access, retrieve, and analyze data; update automated and manual computer records and tracking systems.
- May assist in planning, scheduling, directing, and evaluating the work of Transfer Station Attendants.
- Monitor budget, contracts, and expenditures; collect, compile, and analyze data and information.
- Coordinate the annual county budgeting process; monitor the budget cycle and department submittal timelines, organize documentation, and coordinate the formal submittal process.
- Maintain division calendar; receive, open, review, and distribute mail; establishes and maintain filing procedures; coordinate and monitor assigned projects.
- Prepare and process correspondence, memoranda, letters, legal documents, information packets and other communications and documents; respond to routine letters and composes general correspondence as directed; copy and maintain records and reports.
- Enter reports, cases, eligibility information and other data into computer system; access and locates information for customers, staff, authorized agencies and others.
- Receive and process various work orders.
- Answer phones and determine nature of the calls; log and route calls to appropriate individuals, offices, work units, divisions or departments to handle inquiries and complaints; take and deliver messages.
- Assist the public in person and on the telephone with inquiries about projects and timelines.
- May fill in as Solid Waste Manager in the absence thereof.
- Perform other related duties as assigned.

## Job Description

Solid Waste Coordinator

### Required Knowledge and Skills:

- Knowledge of administrative procedures, methods and practices.
- Knowledge of customer service principles, practices and techniques.
- Knowledge of County policies and procedures.
- Knowledge of a variety of computer software applications including Microsoft Office.
- Knowledge of County accounting and budgeting systems.
- Knowledge of basic accounting and bookkeeping principles.
- Knowledge of the basic principles of record keeping and records management.
- Skill in advanced office procedures.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently and as a team member.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in coordinating calendars, appointments, room assignments and similar activities.
- Skill in researching, compiling and preparing reports and related information.
- Skill in following complex oral and written instructions, policies and procedures.
- Skill in the use of a personal computer and standard business software.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.

### Education and Experience

- High School diploma or GED equivalent and five (5) years of administrative or clerical experience.
- Accounting or bookkeeping with cash reconciliation experience.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

### Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

### Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

### Approvals:

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_