



West Central Texas Municipal Water District

Job Title:	Records Coordinator/Payroll/Benefits Asst.	Category:	Skilled
Level:	I, II, III	Exempt:	No
Reports to:	Administrative Services Mgr.	Type:	Full Time
Hours:	40/wk. / 2080 yearly	Travel:	Occasional

Purpose:
<ul style="list-style-type: none"> • Supports the District Mission and Vision • Performs general administrative office and customer service for the District • Responsible for physical and electronic storage of District records • Assists with Finance, Payroll, and Benefits processing
Essential Duties:
<ul style="list-style-type: none"> • Laserfiche District's current and historical documents following State and Federal guidelines for recordkeeping <ul style="list-style-type: none"> ○ Maintains and works with highly sensitive and confidential information • General Office Operations: duties include serving as back-up for phones and reception, greeting the public, faxing, copying, filing, research, pick up and drop off mail daily • Assist District personnel with various needs and projects: typing, filing, research, formatting documents, spreadsheets, backup for petty cash, audit petty cash monthly, responsible for in office refreshment stocking and billing, provide administrative support to the General Manager and office administrative staff as needed • Assists with Finance duties as assigned: back up for accounts payable and payroll & process bank deposits • Assists HR with employee meetings, benefits, other projects, and serves as wellness program coordinator • Monitor the Texas Register and update GM of changes • Maintain and monitor the District's Social Media accounts • Create and publish District Newsletters (FitLife & HighPoint) • Run miscellaneous errands and shopping for District • Serve as District event coordinator (special meetings, employee functions) • Serve as administrator for timekeeping • Serves as back-up for travel administrator • Responsible for running advertising bids as directed by District administration <ul style="list-style-type: none"> ○ Assists with formal bid processes • Creates and maintains office bulletin boards in Abilene & Breckenridge • Processes Uniform reimbursements and incentive awards as needed • Required to report for work punctually, work all scheduled hours, and any required overtime as deemed necessary • Must maintain physical & mental condition and standards necessary for the proper performance of duties, with or without accommodation • Must be willing to work as part of a team • Must be able to work in a busy and sometimes stressful environment • Required to document and update position guidelines as needed • Participate in District safety training and follows District safety guidelines • Position is sedentary in nature, however, filing, standing, walking, climbing stairs, lifting and carrying files up to 25 pounds, and stooping, bending are required • Assists in other areas as needed



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- All other duties as assigned

Classification:

This position is not classified safety sensitive.

- **Safety Sensitive Positions:** employees who operate mobile equipment owned by the District, those employees who are required to wear personal protective equipment (PPE) during some or all their job functions, and whose driving status is classified as either *primary* or *incidental*.
- **Driving Status:** Incidental

Skills and Specifications:

Level I	Level II	Level III
<ul style="list-style-type: none"> • Little to no experience • Familiar with Microsoft Office 	Experience in two or more of the following areas: <ul style="list-style-type: none"> • Proficient in Microsoft Office <ul style="list-style-type: none"> ○ Primarily Word, Publisher, Outlook, and Excel • Knowledge and experience in general office operations • Excellent organizational skills • Timekeeping knowledge 	Experience in all the following areas: <ul style="list-style-type: none"> • 3+ years' Experience in Benefits Administration • Extensive knowledge in Microsoft Office (Word, Publisher, Outlook, and Excel) • 3+ Years of Records Management Experience

Licenses, special skills, or special requirements:

Level I	Level II	Level III
<ul style="list-style-type: none"> • Valid Texas driver's license • High school diploma or equivalent 	<ul style="list-style-type: none"> • Records management training (LaserFiche or other electronic file management) • Microsoft training • Open Meetings Act Training • State of Texas and Federal Record keeping classes 	<ul style="list-style-type: none"> • Certification in Payroll • Certification in Records Management • CEU to maintain Certifications • 3+ Years of Leadership abilities and experience • Excellent communication skills

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature:	Date:
Revised by: cdr	Date: 11.2019

Disclaimer: This job description is **not** intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.