



EMPLOYMENT OPPORTUNITY

POSITION:	Administrative Coordinator 5 days/40 hours per week
COMPENSATION:	\$45,000 - \$52,000 annual salary depending on experience
BENEFITS:	Competitive health, dental, and vision insurance, life insurance, retirement plan, and paid leave
POSTING DATE:	November 1, 2023
CLOSING DATE:	Open until filled

JOB SUMMARY

The Barton Springs/Edwards Aquifer Conservation District (District) is a groundwater conservation district (GCD) with jurisdictional area including parts of Travis, Hays, and Caldwell counties. You can learn more about the organization at www.bseacd.org. The Administrative Coordinator will be responsible for providing high-level administrative and project support to the Senior Administrative Program Manager and leadership team of the District while supporting regular office operations. This position receives supervision and guidance from the Senior Administrative Program Manager and reports to the General Manager (GM).

ESSENTIAL JOB FUNCTIONS

Within the primary areas of responsibility, the Administrative Coordinator is responsible for the following essential functions:

Personnel Functions

- Manage the onboarding and offboarding of employees to include employee documents, payroll, and benefits,
- Meet with Insurance Broker annually for review of plan options for upcoming year, and
- Coordinate and determine benefit compensation for terminated employees' COBRA.

Board of Directors Support Functions

- Create a draft of the monthly meeting agenda for the General Manager, including preparing and distributing the agenda packet (booklets),
- Place an advertisement in newspapers for Public Hearings and Rule changes, including posting the agenda for a Public Hearing to three counties, and
- Preparations for Board meetings (taking meeting minutes, recording the meeting, and ensuring documents are signed by Board President and Secretary; which includes acting as the Deputy Secretary to Board when Board Secretary is absent or unavailable; attend monthly-evening Board meetings.

Accounting Functions

- Process Accounts Payable (AP) requests using QuickBooks, including processing incoming checks and bank deposits, and maintaining the Purchase Order (PO) log,
- Maintain AP files for vendors, employee expenses, and professional development for each fiscal year,
- Maintain the District's and individual memberships to various associations, and
- Learn the payroll process and serve as backup when needed.

Administrative Functions

- Manage the front desk reception and phones, including processing incoming and outgoing mail,
- Receive and manage open records requests in coordination with the proper team,
- Maintain all office equipment (copier/postage), including office supplies,
- Act as point of contact for building maintenance,
- Obtain inspections and registrations on District automobiles (2),
- Register employees for conferences, including making hotel reservations,
- Perform document reproduction as needed when rules are changed or adjusted,
- Perform Notary services for the District as needed,
- Assist GM and staff “as needed” with various administrative tasks,
- Post notice of Groundwater Management Area 10 (GMA 10) agenda, email it to the distribution list and post it on the District’s website in a timely manner.

MINIMUM JOB QUALIFICATIONS AND PREFERENCES

- An associate degree in Business Administration, or related discipline, and three years of related work experience or a minimum of 6 years of relevant experience in a closely related field.
- Knowledge and understanding of an administrative support role.
- Must be highly motivated, energetic, deadline-oriented, and able to handle multiple priorities.
- Self-starter, lots of initiative, and ability to work independently as well as in a team environment.
- A valid Texas driver's license.

JOB KNOWLEDGE, SKILLS, & ABILITIES

- Experience and skill with Microsoft Office 365 and Adobe Acrobat.
- Oral, written, organizational, and problem-solving skills.
- The ability to exercise initiative and show independent judgment and responsibility is highly preferred.
- Ability to perform all of the essential job functions.

PHYSICAL REQUIREMENTS

This job is performed primarily in an office environment with some outings for notice postings, supplies and mailings.

TO APPLY:

The District is an equal-opportunity employer. All qualified and interested candidates should submit a complete application package including their resume and a one-page cover letter describing in narrative form how they are best qualified for this position. Resumes and cover letters can be submitted via email to bseacd@bseacd.org with **Admin Coordinator** in the subject line or by regular mail to:

Barton Springs/Edwards Aquifer Conservation District
Attn: Tammy Raymond
1124 Regal Row
Austin, Texas 78748