



Technical Administrative Professional District Administration Department

Full time/ Non-Exempt
Career Range: \$28.28 – \$41.98/hour (DOQ)

Fort Collins – Loveland Water District

Revision Date: November 2024

Approved by General Manager: 

Approved by Human Resources: 

General Purpose:

Under general supervision and direction, the Technical Administrative Professional (TAP) is responsible for providing professional-level administrative support to District departments and their leadership. This includes understanding and operating within respective department environments, providing project and contract management, supporting purchase requisitions, and filtering incoming phone and email requests. Additional responsibilities include planning and organizing high-level meetings, calendar management, and meeting facilitation. This position may directly report to the manager of the supported department or to the Special Projects Manager - District Administration.

Essential functions:

- Supports assigned department and its management by acting as proxy for communications and approvals within authorized limits, answering general questions as necessary, filtering and referring routine matters to appropriate parties and following up to ensure accountability.
- Manages the calendar and daily schedule of assigned management to include anticipating needs and proactively adjusting schedules, arrangements and meetings as needed. Sets agendas and disseminates notes.
- Ensures that all Board of Director documents, including agenda, resolutions, minutes, special notices, memorandums, and meeting packets are prepared and delivered to Board members in a timely and accurate manner. (TAP - District Administration only)
- Ensures that all Board of Director meeting documents and presentations submitted by the department are provided to the TAP – District Administration in a timely and accurate manner.
- Works with the Special Projects Manager to ensure organization and other documents are archived appropriately. (TAP - District Administration only)
- Submits department invoices for payment including remitting for proper approval within specified policies and guidelines.
- Determines when executive action is required and escalates where necessary.
- Prepares reports and presentation materials and routine correspondence with exceptional attention to detail, accuracy and confidentiality.
- Develops, coordinates, and tracks various department programs and coordinates with internal and external stakeholders.
- Performs special event planning and coordination, including tours of District facilities and periodic meetings with internal and external stakeholders and partners.
- Screens incoming calls and correspondence and responds independently when possible.
- Takes initiative to resolve problems within specified policies and guidelines.
- Provides analytical support to assist the department on special projects by researching issues, analyzing problems, compiling data, and preparing reports.

- Provides rotational support to the front desk by answering multi-line telephone, directing calls to correct employee/department, and greeting customers, vendors and other individuals that walk-in upon arrival to the District office.
- Other duties as required and necessary to ensure the success of the organization.

Supervisory duties:

- None.

Knowledge, skills and abilities:

- Ability to consistently promote, support, work, and act with an expectation of agency in a manner in support of the District's mission, vision and values.
- Ability to balance both strategic and tactical actions.
- Ability to interact with all levels of the District, community members and outside organizations.
- Demonstrates independent judgement, self-motivation, energy, detail orientation and professionalism.
- Ability to respond with tact, composure and courtesy when dealing with difficult situations.
- Ability to be proactive, collaborative, and resourceful.
- Ability to consult with others in the District and outside vendors/contractors and interpret printed or electronic data on a daily basis.
- Ability to apply practical knowledge of policies, practices and procedures including meeting the State of Colorado's guidelines for notice and posting, Orders of Inclusion, Public Hearings, and other legal requirements.
- Ability to manage projects and multiple deadlines.
- Ability to challenge 'the way we've always done it' to provide more innovative approaches
- Skill in prioritizing individual workload and items of urgency.
- Excellent oral and written communication skills including spelling, grammar, and written business communications (letters, memos, and reports) with various audiences.
- Intermediate skills in Microsoft Word, Excel (including Pivot Tables), PowerPoint, Outlook, PDF management software.
- Ability to effectively use electronic meeting platforms (Zoom, Teams) and ability to effectively present information.
- Strong skills in executive calendar management and meeting scheduling and room setup.
- Ability and maturity to perform assigned tasks unsupervised throughout an eight (8) hour day.

Additional Requirements/Licenses/Certifications:

- Must have reliable transportation. Occasional local travel during the workday may be required.
- Must have a valid driver's license.

Material and equipment directly used:

- This role routinely uses standard office equipment such as a computer, multi-line telephone system, photocopier, printer, scanner and fax machine.
- Microsoft Office software.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. Ability to stand, sit, walk, walk on unpaved terrain, talk, reach with arms and hands, have good manual dexterity, use hands and fingers to operate a computer and telephone keyboard, handle or feel, hear alarms/telephones/normal speaking voice.
- Work primarily involves a high degree of mental concentration.
- Light physical effort may be required by moving and positioning objects up to 20 pounds occasionally and / or 10 pounds frequently.

Education:

- High School Diploma or General Education Diploma (GED) equivalent is required.
- A BA/BS in Technology, Business, Management or similar is preferred.

Experience:

- A minimum of two (2) years of professional-level administrative experience in an operations, engineering, or related office environment is required, with special district or public utility experience preferred.
- Experience in planning meetings and communicating and coordinating with both internal and external stakeholders is required.
- Experience in an office atmosphere where quickly switching between tasks is required.
- An equivalent combination of education and experience may be substituted on a year for year basis.

Working environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Must be able to get to work consistently and on-time and work a full workday schedule.
- Work is generally performed in an indoor professional office environment.
- Occasional outdoor work in extreme weather conditions (hot/cold); walking on uneven terrain; occasional exposure to insects.
- Travel to conferences, meetings and branch locations on a regular basis is necessary.
- A clean and safety-conscious environment required while employed.
- Work may involve long hours and overtime during holidays, weekends, and evenings.

Passing pre-employment screening will be required prior to the start of employment.

I have read this Job Description, asked for clarification of any items that are unclear to me, and agree to fulfill my duties as outlined. I understand that this is not all-inclusive, and that I will be responsible for performing other duties as assigned. I understand that this does not constitute a contract of employment and that either the company or I may terminate my employment at will, with or without cause.

Printed Name

Date

Signature