

Job Opening

Date: 1/11/2021

To: Internal/External Applicants

From: Meredith Troughton, HR

Re: Job Opening for Office Assistant

Qualified applicants are encouraged to apply for Office Manager job currently open in the Wastewater Treatment Plant. This position will remain open until filled.

Hiring range \$\$45,238 (min) \$55,440 (mid), pay will depend on qualifications and experience.

JOB DUTIES:

Under limited supervision, is responsible for day-to-day office operations for the Wastewater Treatment Division of the Metropolitan Sewerage District of Buncombe County. Employee is responsible for creating and updating worksheets and reports that quantify activities for internal and external viewing and use. Work involves preparation a variety of weekly, monthly, and annual reports for Division of Water Resources, Regional Air Quality, and associated agencies. Employee also submits timesheets for Division, maintains payroll records, and performs a variety of planning activities. Work also involves assisting with the preparation of the annual operations budget along with monitoring projects, budget accounts and purchase orders. Assists Director with preparation of Committee and Board presentations & agenda items. Employee must exercise considerable initiative and independent judgment in working with department managers to schedule work, prepare document/correspondence and manage Division office activities. Requires working with IT staff to define information fields and templates needed to capture information about the work. Employee must exercise tact and courtesy when working with customers, fellow employees, Board members, governmental and quasi-governmental officials and agency representatives, vendors, consultants, system users, and general public. Reports to the Wastewater Treatment Director.

MINIMUM TRAINING AND EXPERIENCE

- Graduation from a two-year college or technical school with major course work in business administration/accounting and/or computer science or information systems
- 4 to 5 or more years of experience in engineering/CIP office management and computer system operation; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.
- Possession of a valid North Carolina driver's license.

MSD adheres to all state and local Covid-19 restrictions.

Interested candidates can apply online at <http://www.msdbc.org/employopps.php> will find more information at our website: www.msdbc.org. Resumes may also be submitted to mtroughton@msdbc.org

MSDBC is an Equal Opportunity Employer
Best of luck to all applicants.

Internal Distribution: Admin., Warehouse, Fleet, System Services, Treatment Plant, WWTP-Maintenance

Employment Security Commission
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Asheville Branch NAACP
MSD website
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