

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2023-211**

BE IT RESOLVED, upon recommendation of Judge/Executive Keith L. Taul, with the concurrence of the Resource and Community Support Committee, to approve revisions to the following job descriptions within the Public Works Department:


1. Solid Waste Support Coordinator

ADOPTED by the Hardin County Fiscal Court in regular meeting of 10 October 2023.



Keith L. Taul
Hardin County Judge/Executive

ATTEST:



Brian D. Smith
Hardin County Clerk

Hardin County Government

Job Description

Non-Hazardous

Solid Waste Support Coordinator

Pay Grade 12

STATUS	
Date: October 10, 2023	Department: Public Works
FLSA Status: Non-Exempt	Reporting Authority: Public Works Director
Supervisory Responsibility: None	

Job Summary

The purpose of this position is to support the Solid Waste department in various clerical and public contact work, prepare solid waste activities, and public events. The person holding this position must have a thorough knowledge of all aspects of administration duties, and develop a knowledge of county government operations, and the completion of other duties as assigned by the reporting authority.

Major Essential Duties

- Assist in planning of the Solid Waste grants and reporting to the State department.
- Perform administrative duties including monthly reporting; correspondence preparation and response; and filing and organizing departmental documents as directed.
- Maintaining and logging invoices to be paid from the budget.
- Receive all visitors within the department.
- Answer department calls and complaints and assist the public as required.
- Open daily mail and distributes to appropriate departments, offices, or staff members.
- Assist with trash exemption paperwork when needed.
- Investigate into occupied homes for available trash accounts.
- Communicate with contracted billing company & contracted hauler to maintain accurate records.
- Serves as the Payroll Designee for Solid Waste and Engineering Departments to including: comparing Daily Time Records with time clock entries for accuracy, maintaining vacation/sick time records and preparing bi-weekly payroll information for submission to Finance Department
- Maintain control of office supply ordering.
- Assist with maintaining a departmental handbook.

Minor Essential Duties

- Operates standard office machines and fulfills necessary office errands.
- Sends mail and documents to be reported or delivered at the end of each day to the appropriate offices.

- Be politically sensitive to matters of public interest to create and maintain a solid, effective working relationship with the public, business leaders, consultants and government officials.
- Schedule dates and assist in annual e-scrap and household hazardous waste events
- Work with the county's recycler in coordinating recycling activities

Qualifications

Education and/or Experience

- A high school diploma or equivalent plus four or more years' experience in office administration, business practices.
- Must possess advanced skills in Microsoft Word, Excel and other computer programs for word processing, spreadsheets and database management.

Language Skills

- Ability to respond to inquiries and/or complaints from citizens, regulatory agencies and vendors.
- Ability to write reports and business correspondence.
- Possess strong oral, written and listening communication skills.
- Respond to sensitive inquiries.
- Ability to speak before department sized groups.

Mathematical Skills

- Possess the ability to add, subtract and divide in all units of measure, using whole numbers, common fractions and decimals
- Possess the ability to compute ratio, percentages and the ability to draw and interpret graphs
- Possess the ability to apply concepts of algebra and statistics as needed

Reasoning Ability

- Possess the ability to define problems, collect data, establish facts and draw valid conclusions
- Possess the ability to interpret an extensive variety of complex and technical information and instructions
- Possess the ability to solve practical problems and deal with several abstract and concrete variables
- Possess the ability to make decisions in the County's best interest

Certificates, Licenses, Registrations

- Maintain a valid Kentucky Driver's License

Other Knowledge and/or Skills

- Possess the ability to display courtesy and tact in dealing with the public, contractors, elected officials, and government employees

- Possess the ability to use computers and standard office equipment
- Possess the ability to manage workflow, employees, projects, budgeting and financial matters

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3)

Stand or walk
Talk or hear
Use hands to type, handle paper, etc.
Lift and/or move up to 25 pounds

Occasionally (under 1/3)

Sit
Reach with hands and arms
Drive a vehicle

Vision requirements include close, distance, color and peripheral vision, depth perception and the ability to adjust focus.

Work Environment

The work environments described in preceding paragraphs represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level is low to moderate.

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the County's best interests
- Must adhere to the applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must be 18 years of age or older

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: October 10, 2023
Status Box Change:



Keith L. Taul
Hardin County Judge/Executive