



San Antonio River Authority Job Description

LTE Support Specialist

DEPARTMENT: Multiple
EXEMPT(Y/N): No
REPORTS TO:

LABOR GRADE: 104
POSITION CODE:

MEETING PERFORMANCE EXPECTATIONS

To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUMMARY:

Responsible for performing a variety of administrative support functions in multiple departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Performs administrative support functions for programs and activities related to records management.
- Assist the Executive and Information Technology staff with projects and efforts.
- Assists the Information Technology department with migration and security of shared drives, files and folders.
- Accurately input information into a Database.
- All other duties as assigned.

The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.

SUPERVISORY REQUIREMENT:

This position does not directly supervise any employees.

EDUCATION and/or EXPERIENCE:

High School Diploma/GED and two (2) years of experience in administrative support functions such as supporting multiple departments and database entry using multiple programs; or a combination of experience and education that results in the required knowledge, skills, and abilities is required.

SPECIAL QUALIFICATIONS:

Must have the ability to multi-task and effectively manage multiple projects simultaneously; must be organized and manage time efficiently; must be able to collaborate with staff in reaching the departments’ goals and objectives; knowledge of business communications and great organizational skills; and computer proficiency in the current Microsoft Office package is required. Familiarity with legal and regulatory records compliance for Texas local governments and basic understanding of Windows security is a plus; computer proficiency in the current Microsoft Office package is required.

Must have and maintain a valid driver’s license and an insurable driving record.

LANGUAGE AND REASONING SKILLS:

Ability to provide excellent customer service; ability to understand written or oral instructions; read, analyze and interpret documents, instruction manuals, policies, and procedures is essential. Excellent communication skills (both oral and written) are required to effectively present information in a one-on-one, small or large group setting. Strong interpersonal skills are essential to maintain effective working relationships with elected officials, agency representatives, civic groups, employees, and members of the general public. The ability to work effectively and efficiently, under sometimes stressful conditions, to ensure deadlines are met is essential.

PHYSICAL DEMANDS:

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.

Work is largely sedentary; must be able to sit and stand for extended periods of time and intermittently walk, climb, balance, bend, crouch, and reach while performing office duties. Regularly and safely lifts, carries, and handles supplies and equipment weighing at least 20 pounds. Occasionally lifts and carries up to 30 pounds approximately 15 feet.

WORKING ENVIRONMENT:

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

Work is typically performed in a well-lit and adequately heated and ventilated office environment and requires observance of safe work practices, fire regulations, and avoidance of falls, trips, and similar office work hazards. Occasionally, work is performed outdoors when visiting work sites and projects.

The stress level for this position is low and the workload often requires this position to work non-traditional hours to ensure deadlines are met in a timely manner. Must be able to perform in a small but highly professional team oriented environment.

Must be able to function in a principle based organization that has a culture built on character and SARA Core Values of Stewardship, Integrity, and Excellence.

Approved

Date