



Upper Occoquan Service Authority

Human Resources Department

14631 Compton Road • Centreville, VA 20121

Tel. | (703) 277-2200 • Fax | (703) 266-0682 • Email | good.jobs@uosa.org

ADMINISTRATIVE TECHNICAL SPECIALIST II/III

Regulatory Affairs Division

(Internal ID: 1317-1318)

ATS III | Grade 25 | \$49,645.13- \$82,813.89*

ATS II | Grade 26 | \$52,177.53- \$87,038.23*

Open Until Filled

**One position is available; to be filled based on the candidate's qualifications*

ABOUT THE ORGANIZATION

The Upper Occoquan Service Authority (UOSA) is a regional water reclamation plant serving four jurisdictions (Fairfax County, Prince William County, City of Manassas and City of Manassas Park).

RESPONSIBILITIES

The **Administrative Technical Specialist III** is responsible for the coordination of activities and details to ensure the efficient and effective operation of the RA Division. Must use guided judgment and knowledge to perform tasks and respond to inquiries from the staff and other divisions as necessary. The Administrative Technical Specialist III is expected to take initiative and assume responsibility for routine and non-routine details and execute these responsibilities under regular supervision. A feature of the position class includes multi-tasking various projects between interruptions and therefore requires effective time management and ongoing follow-up to ensure that tasks, projects, and other assignments are completed in a timely manner. Problem solving abilities are critical for the Administrative Technical Specialist III to be able to perform some technical tasks that require analysis, alternative development, and recommendations.

The **Administrative Technical Specialist II** provides a wide variety of skilled support services for the RA Director and Regulatory Affairs (RA) Division. The Administrative Technical Specialist III contributes to the daily operations of this Division by performing routine and specialized organizational, management system, and technical support functions. These include but are not limited to: Serving as an interface and communication liaison for the Division, supporting the Division's financial management and tracking of expenditures, participating in several committees and teams, training/assisting in the role as the system administrator for several critical facility-wide management systems/programs, and providing logistical support for on-line or on-site training programs site-wide for Safety, Security, and Regulatory Compliance and other topics as needed, and serving in a general administrative role for the Division.

REQUIREMENTS:

- **Administrative Technical Specialist III:**
 - Completion of high school or a GED with administrative, program management and multi-tasking experience in a technical setting are required. Demonstrated functional knowledge of Microsoft Office applications (Word, Excel, and PowerPoint) are mandatory. Any combination of education, experience and training that provides the required knowledge, skills and abilities will be considered. Completion of an Associate's Degree is preferred.
- **Administrative Technical Specialist II:**
 - Completion of Associate's degree **or** Career-Ladder progression from Administrative Technical Specialist III is required. Sufficient knowledge of the Microsoft Windows operating system, Microsoft Office software applications, computer hardware, audio/visual equipment, and operation of various pieces of office equipment (printers, copiers, fax machines, etc.) is



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mandatory. Any combination of education, experience and training that provides the required knowledge, skills and abilities will be considered.

- Must be able to generate letters, reports, and other regulatory documents and forms and distributes correspondence.
- The ability to take and transcribe meeting minutes from in-person or recorded media is required.
- Must have good customer service and interpersonal skills.
- Must be able to handle physical requirements of position to include walking, bending, stooping, lifting, reaching, and carrying up to 30 pounds.
- Possession of a vehicle operator's license valid in the Commonwealth of Virginia.

**Starting salary will be between minimum and midpoint in the range.*

The vacancy notice does not imply that these are the only duties, including essential duties, to be performed in the position. Please request a full job description from the HR Department via email at good.jobs@uosa.org.

All employment offers are contingent upon the successful completion of a pre-employment drug and alcohol screening, physical exam, and background check paid for by UOSA.

In order to be fully considered for the position, all applicants must submit a complete online application along with an updated resume via the UOSA website: Uosa.org/Careers > **Candidate Profile**.

Once logged into your profile, click on **Find Jobs** in the upper left-hand corner of the screen, followed by **Search for Jobs**. Review the vacancy and apply for the position.