



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

READY TO DEVELOP THE FUTURE OF WATER!

Administrative Assistant II	Grade 6	\$58,873 - \$94,196*
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Open: November 24, 2025 ▪ Close: December 22, 2025

One position available; filled based on the candidate's qualifications. Starting salary will be between minimum and midpoint in the range.

ABOUT US

Are you passionate about making a difference and being a trusted steward of our most precious resource? UOSA is seeking a highly motivated and enthusiastic individual to join our team!

The **Upper Occoquan Service Authority (UOSA)** is a cutting-edge water recycling facility transforming the way the world thinks about sustainable water solutions. Established in 1978, UOSA serves Fairfax County, Prince William County, and the cities of Manassas and Manassas Park and is the first and longest-operated indirect potable reuse project in the United States. UOSA has been treating and reclaiming water for use as drinking water for nearly 50 years.

From being recognized as a **Utility of the Future** to pioneering advanced research and technology in the industry, our facility now recycles up to 54 million gallons of water per day. UOSA's efforts ensure a reliable supply of high-quality recycled water, contributing to the overall drinking water strategy for the Northern Virginia area.

If you are ready to be challenged in designing, optimizing, and revolutionizing water treatment systems, then take the next step in your career and apply today to be part of our dedicated team!

WHAT YOU'LL BE DOING

As the Administrative Assistant II, you will support all departments within the Finance Division. Your two primary functions within the Finance Division will be to plan itineraries and arrange travel services for UOSA personnel in accordance with UOSA's Travel and Training Policy; and perform all administrative functions as the main Administrator for UOSA's Procurement Card Program. This position is also the primary alternate for the Front Desk and may also be required to provide administrative assistance to the Chief Financial Officer, Controller, and the Purchasing Manager. This assistance can include handling routine reporting activities, form design and maintenance or other support for special projects as they arise. Your work will be a critical component of UOSA's Vision to be globally recognized for its leadership in protecting the region's water resources.

WHO YOU ARE

Organized Multitasker: You excel at juggling multiple responsibilities from travel planning to procurement.

Detail Oriented: You take pride in maintaining precise records, reconciling, and ensuring compliance with policies and procedures.

Dependable Supporter: You provide reliable administrative assistance to leadership and colleagues.

Flexible Problem Solver: You adapt quickly to shifting priorities and make independent decisions when necessary to keep everything running efficiently.



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REQUIREMENTS

- Administrative experience and completion of high school or GED is required. Any combination of education, experience, and training coupled with a high school education or GED which provides the required knowledge, skills and abilities is acceptable.
- Good interpersonal skills are required.
- Supplemental courses in word processing, spreadsheet programs, and general business practices are desirable.
- General knowledge of the Travel Industry.
- Good knowledge of business English.
- Experience with Microsoft Office (Outlook, Word, and Excel) and Adobe Acrobat.
- Ability to make mathematical computations and tabulations with speed and accuracy.
- Ability to produce letters, reports, and other documents related to Division/Department policies and procedures.
- Ability to establish and maintain effective working relationships with staff, contractors, vendors, and the general public.
- Possession of a vehicle operator's license valid in the Commonwealth of Virginia is required.

APPLICATION PROCESS

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 pre-employment drug and alcohol screening, physical exam, and background check paid for by UOSA.

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.*

JOIN US IN MAKING A DIFFERENCE!