



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 ADVANCE THE FUTURE OF WATER!

Operations Administrative Assistant – Compliance Support	Grade 5	\$55,021 - \$88,034*
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Open: February 26, 2026 • Close: Open Until Filled

One position available; to be filled based on the candidate's qualifications. Starting salary will be between minimum and midpoint in the range. Until renovations are complete you will need to be comfortable traveling between our headquarters and our temporary off-site lab in Manassas, VA.

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 support and be a member of a high performing team, 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 Operations Administrative Assistant- Compliance Support, you will be responsible for providing business, purchasing, and administrative support for the Laboratory department within the Operations Group and the Regulatory Affairs Division. In this capacity, the position works with Purchasing and the Lab Manager to ensure appropriate agreements are in place for laboratory-related commodities and services, facilitates procurement activities, manages, tracks, and supports resolution of purchasing-related issues in a prompt and professional manner, and supports paying and tracking regulatory fees and expenses as needed. The position serves as a key administrative liaison for the Laboratory and Regulatory Affairs Team with other divisions and departments at UOSA supporting compliance, budgeting, documentation, and coordination activities that span organizational lines. Under the guidance of the Laboratory Manager or Regulatory Affairs Director, the individual investigates sources of supply, obtain quotes, perform online research, and compare specifications when required. The position also monitors laboratory-related spending and advises Operations leadership if spending approaches approved budget thresholds. 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

Administrative Operations Partner: You bring a steady, solutions-oriented approach to administrative support, ensuring that purchasing activities, documentation workflows, and operational processes run smoothly across both Laboratory Operations and Regulatory Affairs.



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You understand how strong administrative systems underpin compliance, budgeting, and organizational efficiency.

Procurement & Compliance Support Specialist: You are committed to accurate, timely, and policy-aligned purchasing practices. You navigate procurement systems, vendor coordination, and contract management with precision, ensuring that laboratory and regulatory needs are met while maintaining fiscal responsibility and adherence to established procedures.

Cross-Functional Coordination Anchor: You excel at supporting teams whose work spans multiple divisions. You facilitate communication, track administrative actions, organize documentation, and maintain records that support regulatory reporting, laboratory certifications, and operational continuity. Your ability to anticipate needs and manage shifting priorities strengthens collaboration across Operations, Laboratory, and Regulatory Affairs.

REQUIREMENTS

- An Associate's degree and/or completion of a high school education or GED and at least two years of administrative experience. Supplemental courses in word processing, spreadsheet programs, and general business practices are necessary. The candidate must have knowledge/experience in common purchasing practices. Any combination of education, experience, and training, which provides the required knowledge, skills, and abilities will be considered.
- Ability to manage and prioritize administrative responsibilities across multiple functional areas, including laboratory operations and regulatory compliance activities, to include effective communication between teams as priorities shift.
- Must be able to maintain accuracy and attention to detail when completing multiple assignments with frequent interruptions.
- Must have experience in purchasing practices and procedures.
- Must be competent in Microsoft Word and Excel and demonstrated ability to develop proficiency in new software such as HR and Financial tracking systems. Must be able to produce reports, tables, charts, graphs, and other documents via word processing and spreadsheet software programs.
- Must have knowledge of office management principles including filing and maintaining accurate records.
- Must possess effective verbal and written communication skills.
- Must be able to maintain confidentiality.
- Must be able to lift and carry 30 pounds and safely move, connect, and disconnect compressed gas cylinders using the appropriate tools and equipment. They must be able to move and carry heavy packages of liquid and dry chemicals and other laboratory supplies.
- 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!