

Business Services Coordinator



Wage or Salary:

\$87,000-\$95,000/year DOE

About the Business Services Coordinator Position

Mason PUD 1 is looking for a proactive and detail-oriented individual with strong communications skills to assist the PUD Executive Team and Board of Commissioners as the District's Business Services Coordinator.

The Business Services Coordinator plays a vital role in ensuring efficient administrative operations within the Public Utility District. This position is responsible for managing public records, facilitating the public contracting process and recordkeeping, and managing office services. This position also supports the General Manager, Executive Team, and Board of Commissioners. Writing professional and public communications is a key responsibility. This position will also have the opportunity to lead special projects. The ideal candidate will possess strong organizational skills, excellent attention to detail, be an experienced writer, and effectively communicate with a wide range of partners and stakeholders.

Essential Job Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities include the following: (Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.)

- **Safety First:** Participate as a member of the District's safety culture, including relevant safety meeting attendance and trainings, and actively working in a safe manner.
- **Public Records Management:** Oversee the organization, maintenance, and accessibility of public records. Assist the Public Records Officer in fulfilling public records requests.
- **Public Works Contracting:** Assist in the preparation, review, and closeout of public contracts and procurement processes. Responsible for contracts recordkeeping for state and federal audits.
- **Office Services Management:** Manage the contracts for various office services, including the telephone system, security system, and other essential office equipment and services.
- **Executive Support:** Provide executive support to PUD's Executive Team and Board of Commissioners, including scheduling meetings, preparing agendas, and taking minutes.
- Manage corporate meetings and travel arrangements and expense reporting for staff and commissioners.
- Assist in the preparation of reports, grants, presentations, and other documentation as needed.
- **Communications:** Develop and implement communication strategies to enhance public outreach and engagement. This includes writing newsletter articles, press releases, helping with the annual report, formal District correspondence to customers, partners and the general public.
- Excellent communication skills, including professional writing, customer-facing articles, and news releases.
- Must be able to write concisely and effectively without grammatical errors.

- Must be able to effectively communicate the District's position in a clear and concise way.
- Must be able to write about organizational topics independently, requiring minimal instruction and oversight beyond an initial concept discussion and a final proofread.
- Must be able to learn to communicate via the District's social media platforms.
- Assist in the updating of the District's website and social media channels, ensuring content is up-to-date and reflective of current initiatives.
- **Public Outreach:** Organize community events, workshops, and informational sessions to foster positive relationships with the public.
- Collaborate with local stakeholders and organizations to promote the District's services and initiatives.
- **Special Projects:** Lead and coordinate special projects as assigned by the executive team, ensuring timely completion and adherence to project goals.
- Conduct research and analysis to support team decision-making processes.
- Performs any other duties or activities that may be assigned.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Competencies

- Proficiency with all Microsoft Office suite applications
- Problem Solving/Analysis
- Able to work independently and anticipate needs for projects and tasks
- Effective communicator with strong writing skills
- High confidentiality and integrity
- Customer/Client Focus
- Exceptionally organized and able to manage multiple projects simultaneously

Supervisory Responsibility

This is a non-supervisory role.

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

The job functions include working with people who exhibit many types of personalities and behaviors, both from internal co-workers and contractors and from members of the public. Employees must present themselves and conduct themselves professionally and cooperatively and exercise independent judgement, problem solving skills, and excellent customer service to both internal and external individuals.

Nothing in this job description restricts the District's right to assign or reassign duties and responsibilities to this job at any time. Mason County PUD No. 1 believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit our employee nor the organization to just the work identified. It is our expectation that each employee will offer her/his services wherever and whenever necessary to ensure the success of the company.

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.

While performing the duties of this job, the employee is frequently required to bend, reach, use hands to finger, handle, or feel, and sit for extended periods of time. Work indoors; sit for extended periods; operate office machines including personal computers with keyboards, calculator, copier and telephone; possess visual abilities necessary to discern images on a computer screen, read reports and other publications, and operate a motor vehicle; possess verbal and auditory abilities to communicate effectively in person and on telephone; travel by car or truck. Lift up to 20 pounds.

Position Type and Expected Hours of Work

This is a full-time, overtime exempt position, and typical work hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. with occasional night and weekend overtime needs.

Travel

Occasional travel to training seminars and/or conferences.

Education and/or Experience

- Bachelor's degree in public administration, business administration, communications, or a related field is preferred, or equivalent years of relevant work experience in lieu of education requirement.
- Minimum of 3 years of experience in executive administrative support or in a management team role, preferably in a public sector or utility environment.
- **Demonstrated experience and proficiency in business writing and communications is required. Please submit samples of your professional writing/communications- either business correspondence or public facing pieces.**
- Experience in public records management, public contracting, or managing office services is a plus, but not required.

How to Apply

Applications are required and available on the PUD's website at www.mason-pud1.org/employment. Application packets should include a resume with education and work history and highlight relevant work experience as it pertains to the essential functions of this position. This application packet should include writing samples of professional communications. Application materials are due to HR no later than 4:00 p.m. on Friday, November 22, 2024 to karnold@mason-pud1.org or mailed/delivered to 21971 N. Hwy 101, Shelton, WA 98584.

Mason PUD 1 is an equal opportunity employer and provider.



About Mason County PUD No. 1

Mason PUD 1 is the oldest operating PUD in Washington State. With 25 employees and just over 8,300 electric, water, and wastewater meters, it is also one of the smallest and most efficient utilities in the state, winning numerous industry awards for safety, communications, and operational excellence.

The PUD owns and operates 76 water systems throughout Mason County, serving 3,600 water customers; owns one community sewer system, serving 18 customers; approximately 100 telecommunications customers, and over 5,600 electric customers along the Hood Canal.

For more information, please visit our website at www.mason-pud1.org or our social media pages: <https://twitter.com/MasonCountyPUD1> and <https://www.facebook.com/MasonPUD1>.

SNAPSHOTS FROM MASON PUD 1's SERVICE TERRITORY



PLEASANT HARBOR MARINA, BRINNON, WA



HAMMA HAMMA BRIDGE on US HWY 101, LILLIWAUP, WA



VIEW OF HOOD CANAL AND THE OLYMPIC MOUNTAINS from UNION, WA



TRANSMISSION LINE ACROSS THE TIDEFLATS on HWY 106 to UNION, WA



BPA AND MASON PUD 1 TRANSMISSION LINES, SKOKOMISH VALLEY, WA



DRIVING BY THE ELK IN BRINNON, WA