

Administrative Services

Assistant 3

Business Services Office

This position will be responsible for supervising two Administrative Services Assistant 2 positions within the Environmental Division Business Services Office to meet the division's consultant contract and related business needs. The position is responsible for the management and updating of the office consultant database on a daily basis; ensuring the accuracy of all documents produced by the office including work order and addendum letters, current policy and procedure memorandums; preparing consultant contracts and contract amendments; auditing various consultant spreadsheets and electronic folders on a daily basis to ensure that each contains executed contracts, approved cost proposals, signed work order letters, and any other required documents; and maintaining positive and professional communications with internal and external customers.