



## Business Operations Coordinator III

|                     |            |                   |                        |                                      |                 |
|---------------------|------------|-------------------|------------------------|--------------------------------------|-----------------|
| <b>Job Code</b>     | 20001049   | <b>Job Family</b> | Administrative Support | <b>Associate / Vocational Worker</b> |                 |
| <b>Department</b>   | Various    | <b>Reports to</b> | Various                | <b>Union Status</b>                  | Non-Represented |
| <b>FLSA Status</b>  | Non-Exempt | <b>Pay Grade</b>  | 2055                   | <b>This Job is a Lead</b>            | No              |
| <b>Last Updated</b> | 12/1/2022  |                   |                        |                                      |                 |

### Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

## Job Summary

The Business Operations Coordinator III supports the strategic operations of the District by coordinating varied tasks, such as scheduling meetings or work activities, developing and maintaining documentation, working with internal and external stakeholders, maintaining vendor relationships, and/or assisting with budget preparation. The Business Operations Coordinator III achieves success through excellent time management and communication skills, the ability to collaborate with teams, and meeting deadlines.

## Accountabilities

### Accountability #1

Ensures the effectiveness of the District's business activities by coordinating daily operations of an assigned department or team, including but not limited to work scheduling and coordination, document preparation, editing and maintenance, creating and maintaining reports, financial reporting, billing, and/or invoicing, and similar responsibilities.

### Accountability #2

Maintains appropriate channels of open communication by serving as the liaison with employees and leaders at all levels, customers, vendors, and business stakeholders. Demonstrates tact and diplomacy via handling, maintaining, and ensuring confidentiality where necessary, and similar responsibilities.

### Accountability #3

Delivers excellent customer experiences through reliable, dependable, and predictable services by delivering stable and transparent operations. Keeps informed on duties and procedures performed by employees and/or contractors of the assigned area to ensure smooth business operations. Assists in coordination of work activities or business operations, assists in preparing and conducting meetings, makes recommendations for improvements to processes, and similar responsibilities.

### Accountability #4

Supports the business in making data-informed decisions related to the operations of an assigned area by conducting or coordinating reporting on Key Performance Indicators (KPI's) and making recommendations as necessary, and similar responsibilities.

### Accountability #5

Coordinates the schedules and communications of an assigned area. Duties include filtering and prioritizing requests, visits, or phone calls, communicating on behalf of the assigned area, coordinating documents for vendors and/or contractors, and similar responsibilities.

**Accountability #6**

Delivers exceptional value to our customers through continual improvement and innovation by partnering with business stakeholders in the development, tracking, and monitoring of the effectiveness of the District's operations, and similar responsibilities.

**Accountability #7****Accountability #8****Accountability #9****Accountability #10****Minimum Qualifications Note**

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at [HRRecruiting@snopud.com](mailto:HRRecruiting@snopud.com), or by phone at 425-783-8655.

**Qualifications – Education and Experience****Minimum Required Education and Experience:**

Bachelor's Degree in Accounting, Business, IT, or related field;

OR

Associate's Degree in Accounting, Business, IT, or related field, AND  
Two (2) years of operational support experience;

OR

Four (4) years of operational support experience.

**Preferred Education and Experience:**

**Qualifications – License(s) and/or Certification(s)**

**Minimum Required License(s) and/or Certification(s):**

Washington State Driver's License.

**Preferred License(s) and/or Certification(s):**

**Qualifications – Skills and Abilities**

**Minimum Required Skills and Abilities:**

- Computer applications including word processing, spreadsheets and data bases.
- Credit and Accounting policies and procedures. Business concepts/theories/practices.
- Research and analysis techniques.
- Coaching techniques. Cost benefit analysis.
- Report writing techniques and practices.
- Customer Service techniques and practices.
- Communicate effectively both orally and in writing with all levels of the organization and customers.
- Perform statistical computations.
- Work independently with minimal direction.
- Provide coaching and training.
- Work effectively as a team member.
- Handle confidential information.
- Meet critical timelines and deadlines.

**Preferred Skills and Abilities:**

## Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Associate / Vocational Worker”.

- Building Customer Loyalty
- Collaborating
- Communication
- Continuous Improvement
- Continuous Learning
- Customer Orientation
- Decision Making
- Earning Trust
- Emotional Intelligence Essentials
- Initiating Action
- Leveraging Feedback
- Planning and Organizing
- Professional Knowledge and Aptitude
- Quality Orientation
- Technology Savvy
- Valuing Differences
- Work Standards

## Physical Demands

| Physical Demands List   | Frequency          |
|---|--------------------|
| Sit   | Constant (67-100%) |
| Walk  | Seldom (1-10%)     |
| Stand   | Seldom (1-10%)     |
| Drive   | Seldom (1-10%)     |
| Work on ladders   | Never              |
| Climb poles or trees  | Never              |
| Work at excessive heights (note heights in open text box below) | Never              |
| Twist   | Seldom (1-10%)     |
| Bend/Stoop  | Seldom (1-10%)     |
| Squat/Kneel   | Seldom (1-10%)     |
| Crawl   | Never              |

|  |                     |
|--|---------------------|
| Reach  | Never               |
| Work above shoulders (note specific activity in open text box below) | Never               |
| Use Keyboard /mouse  | Constant (67-100%)  |
| Use wrist (flexion/extension)  | Seldom (1-10%)      |
| Grasp (forceful)   | Never               |
| Fine finger manipulation   | Constant (67-100%)  |
| Operate foot controls  | Seldom (1-10%)      |
| Lift (note weight in open text box below)                            | Seldom (1-10%)      |
| Carry (note weight in open text box below)                           | Seldom (1-10%)      |
| Push/Pull (note specifics in open text box below)                    | Never               |
| Work rapidly for long periods  | Seldom (1-10%)      |
| Use close vision   | Occasional (11-33%) |
| Use distance vision  | Seldom (1-10%)      |
| Use color vision   | Occasional (11-33%) |
| Use peripheral depth perception                                      | Never               |
| Speak  | Occasional (11-33%) |
| Hear   | Frequent (34-66%)   |

**Additional Physical Demands not listed above and associated frequency below.**

## Mental Demands

### Communication

|  | Frequency           |
|--|---------------------|
| Understand and carry out simple oral instructions      | Frequent (34-66%)   |
| Understand and carry out complicated oral instructions | Occasional (11-33%) |
| Train other workers                                    | Seldom (1-10%)      |
| Work alone   | Constant (67-100%)  |
| Work as a member of a team                             | Occasional (11-33%) |
| Follow standards for work interactions                 | Constant (67-100%)  |
| Write communications for clarity and understanding     | Occasional (11-33%) |
| Speak with clarity with others                         | Occasional (11-33%) |

### Comprehension

|   | Frequency           |
|---|---------------------|
| Read and carry out simple instructions      | Frequent (34-66%)   |
| Read and carry out complicated instructions | Occasional (11-33%) |
| Retain relevant job information             | Frequent (34-66%)   |

### Reasoning

|                         | Frequency          |
|-------------------------|--------------------|
| Read and interpret data | Constant (67-100%) |

|   |                     |
|---|---------------------|
| Count and make simple arithmetic additions and subtractions | Frequent (34-66%)   |
| Use intermediate and/or advanced math                       | Occasional (11-33%) |
| <b>Organization</b>   | <b>Frequency</b>    |
| Plan own work activities                                    | Frequent (34-66%)   |
| Plan work activities of others                              | Never               |
| Direct work activities of others                            | Never               |
| <b>Resilience</b>   | <b>Frequency</b>    |
| Work under pressure   | Occasional (11-33%) |
| Work for long periods of time                               | Seldom (1-10%)      |
| Work on several tasks at the same time                      | Constant (67-100%)  |

**Additional Mental Demands not listed above and associated frequency below.**

### Work Environment

| <b>Environmental Conditions List</b>    | <b>Frequency</b> |
|---|------------------|
| Exposure to weather                     | Never            |
| Wet and/or humidity                     | Never            |
| Atmospheric conditions                  | Never            |
| Confined/restricted working environment | Never            |
| Vibratory Tasks – High                  | Never            |
| Vibratory Tasks – Low                   | Never            |

**Additional Environmental Conditions in this job not listed above and the associated frequency below.**

| <b>Risk Conditions List</b>            | <b>Frequency</b> |
|--|------------------|
| Exposure to Heights                    | Never            |
| Exposure to Electricity                | Never            |
| Exposure to Toxic or Caustic Chemicals | Never            |
| Working with Explosives                | Never            |
| Exposure to Radiant Energy             | Never            |
| Extreme Cold                           | Never            |
| Extreme Hot                            | Never            |
| Proximity to Moving Mechanical Parts   | Never            |

|                              |                |
|------------------------------|----------------|
| Noise Intensity              | Never          |
| Exposure to animals          | Never          |
| Working with angry customers | Seldom (1-10%) |

**Additional Risk Conditions present in this job not listed above and the associated frequency below.**

### On-Call Status and Frequency

**On-Call is required.**

- Yes
- No

**On-call activities and frequency.**

Daily 24/7, 365 days a year

### Work Location

**The primary assignment for this position is:**

- Remote
- Office Hybrid
- On-Site
- Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.