



## **SC WATER ASSOCIATIONS VOLUNTARY CERTIFICATION JOB DUTIES & RESPONSIBILITIES**

### **Primary Function:**

Under the direct supervision of the Executive Director, is responsible for administering the Associations' Voluntary Certification Program. Coordinates with exhibitors for the SCEC and Operator Conference.

### **General Duties & Responsibilities:**

#### Voluntary Certification (VCC):

1. Maintains database of all VCC applicants and licensees, coordinates eligibility for Voluntary Certification exams, prints and mails certification renewals, files all documents pertaining to VCC in individuals file and maintains such information in a secure environment, and balances VCC deposits and presents to Financial & Accounting Manager for further processing.

#### Exhibitor Coordination

1. Coordinates exhibitor space reservations, payments, and contracts for the SCEC and Operator Conference.

#### Special Projects

1. Responsible for special projects at the discretion of the Executive Director or Executive Committees. Attend state conferences and meetings to facilitate appropriate representation of the SCAWWA and WEASC.

#### Cross-training Staff

1. Train other staff in general job functions so that office functions can continue during absences.

#### Educational Requirements:

A high school diploma is required for this position. Must have a valid SC Driver's License and reliable vehicle and the ability to travel occasionally.