



Pickaway Soil and Water Conservation District

110 Island Road, Suite D
Circleville, Ohio 43113-9056

740-477-1693 www.pickawayswcd.org

JOB DESCRIPTION FOR: ADMINISTRATIVE ASSISTANT

Nature of Position:

The employee occupying this position is directly responsible to the Pickaway SWCD Board of Supervisors and shall be subject to the direction and guidance of the Pickaway SWCD District Administrator. The successful candidate will support a small, dedicated staff committed to serving Pickaway County in supporting the smart use of natural resources.

Purpose of Position:

- Assist the District Administrator and staff, the Board of Supervisors, the Natural Resources Conservation Service employees, and the Ohio Department of Agriculture – Division of SWCDs in developing and carrying out well-balanced conservation programs in the Pickaway County District.
- Assist the district administrator as needed and by providing secretarial, clerical, and accounting duties. This professional position requires skills, experience and proficiency in typing, financial accounting, knowledge of computers and maintaining files. Customer service skills also required.

Position Summary:

- This position is a full-time position located in Circleville, Ohio. Subject to a 120-day probationary period. The candidate must be well organized, detail-oriented, have a strong customer service background, be comfortable working with financial and administrative tasks, and be able to plan and carry out events. The position requires self-motivation, initiative, and the ability to carry out tasks with limited supervision.

Hours of Work:

- Hours of work are 8:00 a.m. to 4:30 p.m. with a 30-minute un-paid lunch period. Applicant will work up to 8-hour days Monday-Friday. Applicant must be able to work occasional evenings and weekends.

Salary & Benefits:

- Beginning hourly rate of \$18-\$22 commensurate with education, qualifications, and experience. Benefits include sick leave, annual leave (after 120-day probationary), Public Employment Retirement System (PERS), health, life insurance, workers compensation and paid holidays.

Responsibilities and Specific Duties:

A. Administrative Assistant Responsibilities

- Serve as receptionist to the District and NRCS office. Respond to telephone calls and walk in requests for assistance and/or directs the requests to the appropriate SWCD, NRCS, ODA or other agency personnel.
- Receive funds, write receipts, and make deposits.
- Prepare agenda and record minutes for SWCD board and special meetings. Distribute to board, staff, and others.
- Prepare balanced and correct financial reports, monthly statements, vouchers, write checks, reconcile with the County Auditor, and produce the annual cash basis financial report, etc. as required by district administrator.
- Pick up, review, assemble, and dispatch the mail.
- Maintains office supplies. Is responsible for evaluating need, ordering, and stocking.
- Responsible for taking the lead in running the tree sale, fish sale, plug sale, and rain barrel sale.
- Attend partner organization banquets and meetings as needed/when possible.
- Create displays for such things as the Pickaway County Fair, Annual Meeting, and other community events.
- Responsible for maintaining and distributing brochures associated with the sales and other initiatives of district.
- Work with education/outreach coordinator to plan the Annual Meeting/Banquet and to update the annual plan of work and annual report.
- Facilitate the voting for the annual board of supervisor election.
- Assist in putting together the district newsletter, including writing, updating the mailing and email lists, working with local printer, and sending out the e-newsletter.

- Prepare/submit news releases and news articles for the District and NRCS programs. Assist in updating the district's social media sites, including website and Facebook accounts.
- Assist in advertising for and expanding the Affiliate Membership Program.
- Write mini-grants and request sponsorships for programs and events as needed.
- Assist with Beehive reporting system.

B. Other duties as assigned by the board of supervisors and district administrator.

Qualifications:

- Minimum of an Associate Degree in one or more of the following areas: finances, administrative, business, communications, environmental and natural resources, agriculture, or related field is preferred. A basic knowledge in any or all these areas would be beneficial.
- Ability to manage & organize multiple tasks, meet deadlines, time management, & ensure high quality of work.
- Ability to communicate effectively in both oral and written form.
- Efficient typing skills and working familiarity with computer software (including, but not limited to Microsoft Word, Excel, Publisher, PowerPoint, Access, Quick Books, Quicken, or other accounting software, Google programs, social media platforms, website, and internet applications) and willingness to learn new applications.
- Must be confident in working with numbers, budgets, finances, records, etc.
- Must work independently and as a team player, be creative and self-motivated.
- Demonstrate regular and predictable attendance. Must attend established work hours, evening and/or morning Board Meetings, and occasional evening, weekend, and/or overnight meetings/functions/trainings.
- Must have a valid Ohio driver's license and good driving record.
- Must be able to lift and move 30 pounds.
- Must be able to pass a criminal background check and drug test.
- Must speak fluent English.

Supervision and Guidance:

This employee will work under the office supervision and direction of the Pickaway SWCD District Administrator, but is expected to be capable of working independently of direct day-to-day supervision in the execution of duties. The employee's daily activities are directly accountable to the District Administrator, and ultimately accountable to the Pickaway SWCD Board of Supervisors. An appropriate training schedule will be prepared by the District Administrator and the ODA-DSWR Area 5 Program Specialist.

Performance Review:

The Pickaway SWCD Board of Supervisors will conduct a performance review or employee evaluation at least annually, with assistance and input from the District Administrator. The employee's performance will be evaluated against the essential functions of the position description and the standards of performance of the Administrative Assistant.

Civil Rights and Equal Employment Opportunity:

Employee will adhere to and abide by the Civil Rights/Equal Employment Opportunity policies and procedures in the performance of their duties. Employee shall perform all duties in a manner which consistently demonstrate fairness, cooperation, and respect towards coworkers, office visitors and all others in the performance of official business. Employee shall promote diversity on committees, organizations, etc.

Please email **resume, cover letter**, and **three references with emails** to tawn-seimer@pickawayswcd.org or mail to Pickaway Soil & Water Conservation District, 110 Island Rd, Suite D, Circleville, OH 43113. Applications will be accepted until 4:00 p.m. on Friday, July 12, 2024 or until position is filled.