



Position Announcement **OFFICE ADMINISTRATOR**

Yamhill Soil and Water Conservation District

- Status:** Full-Time, Hourly Position
- Employer:** Yamhill Soil and Water Conservation District **Location:** McMinnville, OR
- Open:** Sep 16, 2021 **Closes:** Oct 15, 2021 5:00 PM
- Interviews:** TBD **Start date:** TBD
- Qualifications:** High School diploma, some college preferred. Highly skilled with QuickBooks. Experience with MS Office suite of applications, desktop publishing and bulk mailing procedures. Excellent customer service skills
- Salary:** \$23.00 to \$26.00/hr, depending on experience
- Benefits:** District-paid monthly allowance towards health insurance and dental insurance; retirement through 401(a) plan, vacation and sick leaves, and ten paid holidays. Some benefits are subject to a waiting period and completion of an introductory service period.

General Overview (See Position Description for complete information)

This position is for an Office Administrator with the Yamhill Soil & Water Conservation District (District). It is a full-time, hourly position. The Office Administrator is responsible for day-to-day management of District finances, maintaining records and is the primary initial contact for the public.

The Office Administrator is responsible for maintaining the district's financial accounts in accordance with local and state laws and rules, manages all accounts payable and receivable, district payroll and all associated reporting. This position also manages all grants and grant monies received by the district, maintains all district records in multiple forms of media and serves as a team member supporting other District programs. The Office Administrator is supervised by, and works closely with the Operations Manager, and interacts regularly with the District's Executive Director and Board of Directors. The position represents the District in communications and relationships with the citizens, landowners and operators, agricultural, natural resource, and environmental organizations, and public and private organizations.

The District is a non-regulatory entity. It promotes and implements voluntary conservation work. The Office Administrator works with staff, the Board and conservation partners to ensure adequate financial, and educational resources are available to help implement conservation needs throughout the county.

The position is located at the District headquarters at 2200 SW 2nd Street, McMinnville Oregon, within the U.S. Department of Agriculture Service Center.



YAMHILL SOIL & WATER CONSERVATION DISTRICT

Providing Natural Resource Leadership

2200 SW 2nd Street
McMinnville, OR 97128
www.yamhillswcd.org

503-472-6403
admin@yamhillswcd.org

Other Information: Please refer to the **Position Description** for details and information regarding:

- Position Responsibilities, Duties and Qualifications
- Supervision (Received and Exercised)
- Work Conditions and Physical Demands
- Employment Status, Salary Information, and Benefits
- Equal Opportunity

Application Requirements

Qualified applicants are required to submit:

1. A cover letter describing interest, skills, and experience relating to the position
2. Completed District **Application Form** (available on the district's website)
3. A resume that depicts the candidate's qualifications relating to the position

Note: *Incomplete packets will not be considered.*

References

Candidates considered for the position are required to provide contact information of three references (not related to the candidate). *These may be listed on your application or resume.*

Application Deadline: Applications (by email, U.S. Mail, or Delivered in Person) must be received by 5:00 PM, October 15, 2021. No Exceptions.

Options to Submit Application Materials:

1. By email.

Applicants may email application materials to: admin@yamhillswcd.org

Please use OFFICE ADMINISTRATOR in the subject line.

Applicants must send all required information in one PDF.

2. By U.S. Mail

Applicants may mail application materials to:

Yamhill Soil and Water Conservation District

Attn: Operations Manager

2200 SW 2nd St.

McMinnville, OR 97128

3. In Person:

Applicants may submit application materials in person Monday - Friday, 8 AM to 5:00 PM to:

Yamhill Soil and Water Conservation District

2200 SW 2nd St.

McMinnville, OR 97128

Inquiries: Please contact Wesley Paul, Operations Manager at the Yamhill SWCD at 503-376-7614, or by email at: wesley@yamhillswcd.org



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EEO

Yamhill SWCD is an Equal Employment Opportunity Employer. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity. Yamhill SWCD is prepared to make necessary arrangements and/or accommodations for persons with disabilities who require alternative means of communication. Please call the Yamhill SWCD office at 503-472-6403 at least two (2) working days (48 hours) in advance for assistance.