

## **Position Description - Office Administrator**

### **A. SUMMARY**

This position is a full-time position with Yamhill Soil and Water Conservation District (District), located at 2200 SW Second Street in McMinnville, in the USDA Service Center. Work hours are Monday – Friday, 8am – 5pm. District events may require the Office Administrator to work outside of this schedule. The Office Administrator provides support to District directors and staff and the USDA Natural Resources Conservation Service (NRCS). The position acts on behalf of the District board and is supervised by the Operations Manager.

### **B. SUPERVISION RECEIVED**

The Operations Manager serves as the Office Administrator direct supervisor. The Office Administrator reports to the full board monthly through monthly staff reports, at scheduled committee meetings, and occasionally at board meetings. The position will be evaluated once annually for a performance evaluation (June). The performance evaluation will be conducted by the complete ERC Committee, the Operations Manager, and the Executive Director.

### **C. SUPERVISION EXERCISED**

The Office Administrator has no direct supervisory authority over other employees of the District; however, they are responsible to ensure that District volunteers under their supervision are properly supervised and informed of District policies.

### **D. WORK CONDITIONS AND PHYSICAL DEMANDS**

To perform the duties of this position, this employee must serve as incidental motor vehicle operator during daylight and after dark. Applicants must have a valid Oregon driver's license and a good driving record.

This position is almost entirely office work involves regular use of computers and prolonged sitting or standing at meetings. This position involves occasional travel to early morning, daytime and evening meetings, field tours, conferences, workshops, and training sessions.

### **E. RESPONSIBILITIES AND DUTIES**

#### **E1. District Operations and Leadership**

##### ***Accounting and Recordkeeping***

- Payroll, including monthly, quarterly, and annual payments and reporting including Annual W2 & 1099 Reporting
- Maintains A/P, A/R, payroll, and other financial forms as needed
- Prepares financial reports and statements as needed
- Maintains computer accounting program

- Prepare information and reports for annual financial audit; works closely with auditor
- Files legal papers for election of directors with appropriate county and state entities
- Maintain District personnel files, compiles and coordinates new employee records
- Submit monthly activity reports
- Assists with District budget document preparation, attends budget committee meeting, and takes minutes
- Provides grant financial support and management; prepares requests for release of funds

***Office Automation/District Coordination***

- Maintains District and NRCS files in accordance with established guidelines
- Prepares documents and reports for director, board meetings, staff meetings, committee meetings, special meetings
- Prepares and submits legal notifications, prepares, agendas and meeting packets, attends various meetings, and records, prepares or edits, and distributes minutes
- Represents the District at special meetings as directed by the board
- Compiles data, edits, and publishes the District annual report
- Prepares and/or edits brochures, program agendas, fact sheets, and other publications
- Primary contact for computer support for staff
- Prepares Board Meeting agenda

**E2. Provide Technical and Financial Assistance to Landowners**

- Receives calls, greets visitors in a courteous and professional manner
- Provides information and referrals to the public regarding conservation programs and services
- Plans and coordinates annual meeting and annual District educational events
- Provides resource information to landowners (soils, topographic and floodplain maps, tile maps, etc.)
- Handle walk-in and telephone requests for service and information.

**E3. Provide Education and Outreach**

- Provides organizational support for District programs including educational tours, workshops, conservation contests, and public relations projects
- Oversees development, publication and distribution, and edits quarterly newsletters, annual reports, and special publications
- Responsible for oversight of the District website updates, and management

**E4. Secondary Duties**

- Receives and routes mail and other information to board and staff
- Maintains District databases as needed
- Serves as backup volunteer coordinator
- Takes deposits to the bank
- Procures office supplies as needed
- Other tasks as required

## **F. QUALIFICATIONS AND EXPERIENCE**

- Appropriate education and/or experience to perform the duties of the position
- A minimum of high school diploma and/or GED – college course work/degree preferred
- Skills and experience with Microsoft Word, Excel, Publisher, and PowerPoint
- Computer accounting experience using QuickBooks
- Knowledge of Oregon Local Budget Law, accounting and audits preferred
- Experience with desktop publishing and bulk mailing procedures
- Knowledge in agriculture or natural resource management is desired
- Customer service skills
- Experience recruiting, coordinating, and managing volunteers
- Experience working with and for a board of directors
- Working experience and knowledge of Soil and Water Conservation Districts, federal and state conservation programs is desired
- Ability to work alone with little supervision and cooperatively with others to be part of a diverse team. Maintain a positive attitude and possess both personal and professional motivation.
- Possess a valid Oregon driver's license.
- Pass a federal background check within the first three months of employment.