



PREBLE SOIL AND WATER CONSERVATION DISTRICT

JOB DESCRIPTION FOR

Administrative Assistant / Outreach Coordinator

Nature and Purpose of Position:

This position is authorized by Section 1515.09 of the Ohio Revised Code. The employee occupying this position is directly responsible to the Preble SWCD Board of Supervisors and shall be subject to the direction and guidance of the Preble SWCD District Administrator. The successful candidate will support a small, dedicated staff committed to serving the residents of Preble County in supporting wise use of natural resources.

This position has been established for the following purposes:

- Assist the District Program Administrator, the District Conservationist, the Board of Supervisors, and other District and Natural Resources Conservation Service employees in developing and carrying out conservation programs in the Preble District
- To provide accounting services to the District by following proper processes for public funds as set by the Ohio State Auditor, Ohio State Treasurer, Ohio Department of Agriculture, and the Preble County Auditor
- To provide clerical support to the District Board of Supervisors and staff
- To maintain and expand a community outreach program
- To provide education programs to youth and adults

Position Summary:

This is a full-time position located in Eaton, Ohio. The candidate must be well organized, detailed-oriented, and have a strong customer-service background. The ideal candidate will have work experience in an office setting, bookkeeping, social media, and possess an agricultural background. The position requires self-motivation and initiative and the ability to carry out tasks with limited supervision. The candidate will need good logic skills to assess situations, craft solutions, and carry out decisions and tasks.

Responsibilities and Specific Duties:

- A. Administrative Assistant Responsibilities: (approximately 50% of time)
- Serve as receptionist for the District office by answering telephone calls and greeting the public in a courteous and businesslike manner. Provide information to the public or take messages for and relay messages to the proper person
 - Receive and distribute incoming mail and prepare replies, channel and review outgoing mail, and assemble and distribute information
 - Prepare and maintain records, reports and forms required by the SWCD, NRCS, FSA, ODA-DSWR, OSWCC, and other partners and affiliates
 - Prepare all necessary purchase orders, vouchers, and other forms to meet the District's financial responsibilities
 - Receipt and deposit payments to the District in accordance with the state and county auditor's recommendations and the Preble SWCD policies and procedures manual
 - Reconcile checking accounts, bank statements, computer accounting programs, and county auditor's reports on a monthly basis and prepare financial reports for monthly Board meetings
 - Prepare annual financial report, yearly tax forms, and other necessary reports
 - Prepare District Board meeting notices and agendas and distribute in advance of the meeting. Attend Board meetings and type, assemble, and distribute meeting minutes
 - Prepare weekly and monthly office schedules
 - Process bi-weekly payroll
 - Submit applications for grant funding and track related expenses
 - Use computers to generate documents, correspondence, signs, and flyers
 - Assist with conservation plan development, including copying and filing plans
 - Coordinate and assist in carrying out the District Tree Sale, Fish Sale, and other events
 - Maintain and order office supplies and keep inventory report up to date

B. Outreach Coordinator Responsibilities: (approximately 50% of time)

- Maintain a community outreach program by arranging tours, field days, workshops, meetings, and conferences for informing all segments of the populace of the District's conservation program and of modern conservation concepts
- Create, promote, and present conservation and agricultural methods and programs to a variety of audiences
- Conduct demonstrations and create displays for the Preble County Fair, Pork Festival, and other events
- Maintain, organize, and distribute educational materials and brochures associated with conservation
- Produce and mail the District Newsletter, including advertisement procurement and article composition
- Prepare and submit news releases and newsletters. Update the District's website and Facebook account
- Serve as representative on the Area IV Envirothon Committee

C. All other duties as assigned by District Administrator, the Board of Supervisors, and the District Conservationist

Qualifications:

- Must work independently and as a team player
- Must be proficient in word processing, PowerPoint, spreadsheets, general office/clerical skills, and accounting software
- Demonstrate regular and predictable attendance. Must attend established work hours, regular Board Meetings, and occasional evening, weekend, or overnight meetings, events, or trainings
- Must have a valid Ohio driver's license and any applicable automobile insurance. Must be insurable
- Must be able to pass a criminal background check
- Possess strong verbal and written communication skills
- Possess strong organizational skills and attention to detail
- Possess strong interpersonal skills
- Ability to manage and organize multiple tasks, meet deadlines, use time wisely, and ensure high quality of work

Supervision and Guidance:

This employee will work under the office supervision and direction of the Preble 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 Preble SWCD Board of Supervisors.

An appropriate training schedule will be prepared by the District Administrator with the assistance of the ODA-DSWC Area 4 Program Specialist.

Performance Review:

The Preble SWCD Board of Supervisors will conduct an 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/Outreach Coordinator.

Civil Rights and Equal Employment Opportunity:

Employee will adhere to and abide by the CR/EEO policies and procedures in the performance of their duties. Employee shall perform all duties in a manner which consistently demonstrates fairness, cooperation, and respect towards coworkers, office visitors and all other in the performance of official business. Employee shall promote diversity on committees, organizations, etc.

Adopted by the Preble Soil and Water Conservation District Board of Supervisors as recorded in the official minutes.

Board Chairman

Date Approved