

**POSITION DESCRIPTION
COUNTY OF JASPER, INDIANA**

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| Final 11/25/14 |
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POSITION: District Administrative Assistant/Treasurer
DEPARTMENT: Soil and Water Conservation District
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m. M-F
JOB CATEGORY: PAT (Professional Assistant Technician)

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| DATE WRITTEN: | STATUS: Full-time |
| DATE REVISED: | FLSA STATUS: Non-exempt |

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PURPOSE & OBJECTIVE

Under the guidance of Jasper County SWCD Board of Supervisors, the role of the District Administrative Assistant/Treasurer is to provide managerial, accounting, administration, educational and technical support. He/she shall work effectively with our conservation partners and our existing network of educational professionals to promote the conservation directives and initiatives of the Jasper County SWCD Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Understands the purpose, powers, programs and responsibilities of the Jasper County SWCD.
- Seeks information and keeps supervisors informed about local, state and federal regulations, laws, programs and/or activities that impact the District.
- Assists in coordinating District programs and activities of personnel from NRCS, ISDA, CES, FSA, and other agencies involved with the conservation of soil, water and related natural resources in accordance with the memorandum of understanding.
- Responds to telephone calls and walk-in requests for assistance and/or directs the requests to the appropriate SWCD, NRCS, ISDA, or other agency personnel for assistance.
- Performs various bookkeeping functions, including maintaining account balances, writing checks, making deposits, submitting claims for payment, and preparing monthly and yearly financial reports for the Jasper County SWCD Board and Division of Soil Conservation and per Indiana code. Calculates and submits state sales tax returns.
- Performs various clerical duties as assigned, such as preparing correspondence, filing documents, and processing department mail.
- Serves as recording secretary at SWCD meetings, including preparing agendas, taking minutes, and mailings to board members.
- Assists in preparing and editing district mailings, preparing annual plan of work, assists with the development and maintenance of 3-5 year business plan, and assists with planning annual District meeting.

- Assists in preparing annual budget and submitting it to County Auditor.
- Maintains inventory of office supplies, ordering/purchasing as needed.
- Periodically attends seminars and/or conservation partners' meetings as assigned.
- Serves as day-to-day book-keeper/accountant for grants received.
- Maintains inventory of educational materials for educators for classroom conservation programming.
- Develops and maintains the SWCD website and develops other marketing materials.
- Works directly guiding landowners to the various programming options to meet their conservation needs. Functions as liaison to the conservation partner best suited to assist landowners with planning and implementation, (NRCS, ISDA, CES, FSA, Pheasant Forever, Quail Forever, Ducks Unlimited, Etc.).
- Must be able to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Must be able to provide public access to or maintain confidentiality of Department information and records according to state requirements.
- Performs duties as assigned by office supervisor, as named by Jasper SWCD Board of Supervisors.
- Performs other related duties as assigned by the Jasper County SWCD Board of Supervisors.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

EDUCATION and/or EXPERIENCE

- Bachelor's Degree or equivalent work experience.
- Must have strong interpersonal skills and willingness to learn new things.
- Working knowledge of basic bookkeeping principles and ability to accurately perform arithmetic calculations, record receipts and disbursements, balance fund accounts, and prepare various financial reports as required or assigned.
- Ability to type with speed and accuracy and properly operate various standard office equipment, including computer, printer, telephone, fax machine, copier, and calculator.
- Skills in software tools such as Publisher, Word, Google Management tools, and website management tools
- Working knowledge of standard English grammar, spelling and punctuation, and ability to compose and prepare newsletters, correspondence, media releases and reports.
- Ability to work alone and with others in a team environment with minimum supervision.
- Ability to effectively communicate orally and in writing with co-workers, other County departments, SWCD Board, related agency personnel, community groups, news media, and the public with sensitivity to professional ethics, gender, cultural diversity, and disabilities.

- Ability to occasionally work extended, weekend, and/or evening hours, and travel out of the county, sometimes overnight.
- Possession of a valid driver's license and demonstrated safe driving record.
- Possess fidelity bonding, which includes a criminal history check. .

RESPONSIBILITY

- Incumbent performs standard, recurring duties according to department policies and procedures, with priorities determined by a flexible, customary routine and service needs of the public. Incumbent receives general supervision with work occasionally reviewed for appropriate supervision or direction of assigned operations. Errors in work are usually prevented through standard bookkeeping checks and balances and detected through supervisory review. Undetected errors may result in loss of money to department and/or work delays and/or inconvenience to other departments/agencies or the public.

PERSONAL WORK RELATIONSHIPS

- Incumbent maintains frequent contact with co-workers, other County departments, SWCD Board, related agency personnel, community groups, news media and the public for the purpose of exchanging and explaining information, and coordinating program, meetings and activities.
- Incumbent reports to office supervisor.

PHYSICAL EFFORT AND WORK ENVIRONMENT

- Incumbent performs duties in a standard office environment involving standing/walking for long periods, sitting for long periods, lifting/carrying objects weighing under 25 pounds, and close vision. Incumbent occasionally works extended, weekend, and/or evening hours and travels out of town, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

- The job description for the position of District Administrative Assistant/Treasurer for the Soil and Water Conservation District describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee signature

Date