

Presque Isle Conservation District Administrative Assistant Job Description

This document describes the responsibility profile of the Administrative Assistant of the Presque Isle County Conservation District (PICD). This position is described as permanent 1/2 time (20-24 hours/week). Duty hours are Monday-Friday from 8am-noon each day and occasionally on weekends. Alternative schedules and work from home agreements are negotiable with approval by the Presque Isle Conservation Board of Directors given availability of program funding.

This position requires an individual that is highly organized and self motivated and is the “face” of the Conservation District. The Administrative Assistant supports PICD staff and program development, management, and implementation of soil and water conservation efforts in the district. A high degree of organizational skills are absolutely required. Mastery of basic computer functions including file management and backup, word processing, database & spreadsheet use, web searches, connecting to wireless internet or ethernet, document versioning and software updates are required. Book-keeping experience is encouraged, and experience with Quickbooks is expected after 6 months of employment.

Duties : Day to day management, as well as support of long-term strategic planning of the PICD. Activities include but are not limited to:

- Responsible for the successful maintenance and utility of office computer equipment including laptops, desktops, printers and scanners.
- Answer phone calls, emails, & all correspondence promptly & professionally.
- Track time, attendance, work schedule, and review performance of all Conservation District (CD) employees.
- Ongoing monthly, quarterly, and yearly financial record keeping, including but not limited to: accounts receivable & payable, bank deposits, monthly financial reports, annual budget and Appropriations Act to be approved by the Board, & tree sales records and sales.
- Maintenance of CD files and preparation of monthly and special reports.
- Supports the administration all grants received by the CD, and prepares monthly reports summarizing the expenditure of funds.
- Co-Develops, along with the District Forester an annual plan of work (POW) for the District.
- Co-Organizes, Co-manages and supports funding efforts such as the spring and fall tree sale.
- Maintains a close cooperative relationship with other natural resource agencies operating within the district.

- Maintains a cooperative relationship with local units of government and civic groups.
- Supports a public engagement strategy along with CD employees through individual contacts, website & FaceBook page, newsletter, workshops, public appearances at civic groups, and schools, etc.
- Actively supports and participates in all CD programs such as tree sale days, field days, tours, annual meetings, and public meetings.
- Maintains a cooperative working relationship with all natural resource agencies operating within the district.
- Keeps abreast of all federal, state, and local laws that affect the conservation efforts in the district.
- Keeps CD board informed of issues pertinent to district business and organizes all CD meetings.

Major Responsibilities

Management of the PICD office 60%

The incumbent is responsible for the management of the PICD office. This includes all book-keeping, program administration, payroll, timely reporting and audit preparation as requested by the PICD board. Financial record keeping is paramount and is a major function of this position. Utilization of Quickbooks® and file management using Dropbox® are key to successful program implementation.

Revenue Stream Development Support 10%

Both the spring and the fall tree sales are major revenue streams in addition to state grants. Support of these activities in coordination with the District Forester is important. Management of these revenue streams and their associated reporting is important. Supporting the development of alternative revenue efforts is another key function of this position.

Conservation Outreach and Engagement 30%

The incumbent manages public engagement within the district. Development and maintenance of web pages, newsletters, Facebook pages and other social media are key in the development of an outreach strategy.

The Presque Isle Conservation District is an equal opportunity employer and will not discriminate in employment, promotions, or compensation based on race, sex, color, religion, national origin or ancestry, age, marital status, handicap, or veteran status.