



J. Roy Houston Conservation Center
218 Donohoe Road
Greensburg, PA 15601
PH: 724-837-5271
FAX: 724-837-4127

TECHNICAL PROGRAMS SECRETARY

The District is seeking a full time Technical Programs Secretary.

26-28K salary with benefits

High School Diploma or GED

Business administration and database experience helpful

Send **resume with cover letter** via US Mail or FAX or

to wcd@wcdpa.com by April 18th.

INTRODUCTION

This position is primarily responsible for clerical support and administrative duties associated with the District's technical programs. Provide clerical assistance to the Director of Administration.

DUTIES AND RESPONSIBILITIES

General clerical duties include filing, typing, answer telephone calls, operate office equipment, prepare mailings and schedule meetings.

Updates the technical programs database and files.

Clerical support to the stormwater management program and erosion and sedimentation program with entering of plans, permits, inspections, complaints and technical assistance.

Clerical support to the forestry program with Westmoreland Woodlands Improvements mailings, and entering inspection reports.

Clerical support for the watershed program with expense tracking and reporting, prepare bid packages, and reimbursement requests.

Clerical support for the dirt, gravel, and low-volume program with meeting minutes, mailings and emails.

Clerical support for the DCED Floodplain Management Program (periodically) with scheduling of appointments with municipal officials and preparing reports.

Assist Education Program Coordinator in workshops, events or projects.

Assist Director of Administration in special events or projects.

Perform other reasonable duties as assigned by the Director of Administration, Assistant District Manager/Technical Programs Director or District Manager/CEO.

EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED); or three to six months related experience and/or training; or equivalent combination of education and experience. Proficiency in Microsoft Office computer software; specifically Word and Excel.