

JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT – Part-Time Position
Washington County Conservation District
Application Deadline: February 17, 2023

GENERAL STATEMENT OF DUTIES: The purpose of this position is to provide general administrative and clerical support for the Washington County Conservation District and District programs under the direction of the District Manager on a part-time capacity. The position is directed by the policies of the Washington County Conservation District.

Pay Rate: \$15/hour

JOB DUTIES AND RESPONSIBILITIES (not all encompassing):

- Performs bookkeeping using QuickBooks and Microsoft Excel to track all District financial transactions, develop financial reports, and reconcile bank statements monthly.
- Prepares bank deposits and drafts payment checks.
- Organizes and maintains District financial records and files.
- Provides copies of account reconciliation, bills paid, deposits, bank statements and other information to District Manager as requested.
- Interacts with the public, technicians, and public officials to provide routine information regarding District programs, resources, and events, or directs to appropriate staff person.
- Performs miscellaneous word processing, spreadsheet entries, photocopying, scanning and data entry tasks. Maintains supply inventory and places orders.
- Processes mail and mailings, tracks registration for WCCD events, assists with event planning.
- Acts as Secretary to the District Board of Directors including taking, transcribing, and filing of Board meeting minutes.
- Request information for the District Newsletter -consolidate and create for publication.
- Provide administrative support to various WCCD programs in the form of letters, data entry, scanning and mailing, and assistance with coordination of the no-till seeder rental.
- Assist with the annual Washington County Agricultural Fair, Envirothon, and other District activities.
- Prepare written monthly report of activities to the Washington County Conservation District Board of Directors
- Perform duties as assigned by Board of Directors or District Manager.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: The position requires High School Diploma or GED required. Associate degree or higher, preferred.

- Ability to use and interpret basic accounting and financial principals and sufficient computer skills to create monthly financial reports and other financial records.
- Ability to comprehend and interpret a variety of documents including billing invoices, receipts, financial reports, policy and procedure manuals, etc.
- Ability to pass federal and state background checks
- A valid driver's license.
- Knowledge of the computer programs that the District is using :
 - o Quickbooks,
 - o Microsoft Office Suite: Outlook, Word, Excel, Publisher, Power Point, Sharepoint
 - o Canva

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- Organizational abilities to maintain proper files and reports, necessary preparations for the monthly District Board meeting, recording the monthly Board minutes, arranging for the monthly Board meetings, and preparing all notices of Board meetings and actions.

WORKING CONDITIONS:

- The Admin Assistant is expected to work 24 hours per week. A standard schedule will be coordinated once the position is offered with the District being open Monday-Friday from 8:00am to 4:30pm. Adjustments to the work schedule shall be coordinated with and approved by the District Manager.
- Works indoors with adequate workspace, lighting, temperature, and ventilation.
- Works with average indoor stress, but subject to frequent disruptions and noise.
- Works with average indoor exposure to dust/dirt.
- Occasional work at outdoor events/venues with exposure to outdoor conditions.
- Travel to training sessions, educational workshops, and other meetings as required – will be reimbursed at the Pennsylvania State Rate.

SUPERVISION: This position is under the daily supervision of the District Manager (Executive Director). In the absence of the District Manager the position will be supervised by the Assistant Manager.

PERFORMANCE: Your performance of each duty in this position will be evaluated against the requirements developed for the position. Your performance is an overall evaluation of your performance in the judgment of your supervisor (District Manager). It will be the basis for any merit pay increases granted by the District Board of Directors.

The Washington County Conservation District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employees of the District and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, handicap, sex or age.