



CLACKAMAS COUNTY

Soil and Water Conservation District

Position Description: Administrative Assistant

Pay range: \$15.71 - \$22.23 per hour

Position Summary

The Administrative Assistant position is a full-time, at-will position subject to the overtime provisions of the Fair Labor Standards Act. The Administrative Assistant provides support to the Clackamas County Soil and Water Conservation District ("District") staff, including: answering and directing phone calls; processing bulk mailings; researching products and services; reserving meeting facilities; making travel arrangements for Board members and employees; copying; filing; taking meeting minutes; and providing word processing support on various publications and materials. The Administrative Assistant may occasionally help arrange meetings with customers or District partners.

The Administrative Assistant must have: strong office management skills; bookkeeping skills; the ability to work independently and as a part of a team; and be able to communicate effectively with District Staff and project partners. The Administrative Assistant represents the District in the community, and is expected to provide superior customer service and behave in a professional manner at all times.

Job Description

The person in the Administrative Assistant position performs a variety of administrative activities for the District such as answering phone calls and routing them to the appropriate person, greeting visitors to the office complex, composing correspondence, and various other projects.

The Administrative Assistant prepares meeting notices and takes meeting minutes, assists with editing manuals and other documents, and helps develop and publish meeting agendas. This person also creates and manages agency correspondence, including managing supporting documentation and filing of records. Excellent proof reading, punctuation, and grammar skills are required.

The person in this position also manages the maintenance, repairs, record keeping, and licensing of District vehicles. Assembling documentation for District expenditures, organizing employee timesheets, and assisting with the preparation of payroll are also required duties.

The Administrative Assistant provides direct assistance to the General Manager and Assistant Manager, as needed.

The Administrative Assistant has direct contact with the public and is expected to be responsive and respectful to maintain a positive and professional working relationship with partners, customers, co-workers, Directors, and other officials.

The Administrative Assistant may, from time to time, assist in entering information into one or more databases, process bulk mailings, and other tasks as needed or assigned.

This position will include significant time working at a desk, using a computer, standing at a table, and using various kinds of office equipment.

This position may occasionally require work outdoors related to fairs, workshops, and other District-sponsored programs and events. These events may occur during inclement weather.

This position requires occasional travel to conferences and workshops, including daytime and evening meetings away from the District's office. Occasionally, travel may be outside the normal workday, overnight and may be as long as one week.

The Administrative Assistant shall perform all duties in a prudent and sensible manner, following established District policies and procedures.

Supervision

This position is not supervisory, and is supervised primarily by the General Manager and the Assistant Manager.

Knowledge, Skills and Abilities

The Administrative Assistant position requires the following knowledge, skills, and abilities:

- Strong communication, writing, and interpersonal skills to support effective communication with others.
- Proficiency with Microsoft Word, Excel, Access, PowerPoint, and Outlook for information entry and retrieval, correspondence and report writing, development of spreadsheets, and graphing of data.
- Proficiency with QuickBooks and bookkeeping experience.
- Ability to coordinate the logistics for various meetings and events, including preparing and assembling materials, securing venues, setting up tables and chairs, and assuring that refreshments appropriate to the event are available.
- Critical thinking skills to assist in the development of annual reports, fact sheets, newsletters, brochures, fliers, guidebooks, podcasts and videos, etc. that promote and explain the District's conservation goals, programs, and successes.

- Work in accordance with all applicable local, state, and federal laws, providing service without discrimination according to District policies.
- The ability to work effectively with people from a variety of culturally diverse backgrounds.

Minimum qualifications

- Associate's Degree in Business or in a field pertinent to the duties of this position AND three years of directly related administrative experience; OR five years of directly related administrative experience; OR any equivalent combination of experience, training, and/or education.
- Proficiency in Microsoft Office programs and QuickBooks.
- Minimum typing speed of 50 words per minute with no more than four errors.
- Oral and written skills sufficient to effectively communicate in English.
- Sufficient mobility and ability, with or without reasonable accommodations, to perform the physical functions of the job, in the office or in the field (see "Job Conditions" below).
- The ability to operate a motor vehicle during daylight hours, after dark, and during inclement weather. In order to carry out these assigned duties, a valid driver's license is required.

Job Conditions

This position works primarily in the District office and will include significant time working at a desk, using a computer, standing at a table, and using office equipment. The Administrative Assistant must be able to stand for up to four hours at a time, twice a week.

This position may require work outdoors related to fairs, workshops, presentations at feed stores and farmers markets, and other District-sponsored programs and events. These events may occur during inclement weather.

This position must be able to bend and lift, at a minimum, a bag or box up to 30 pounds in weight, carrying each up to 100 feet, up to four times in a day.

This position requires occasional travel to conferences, training, and workshops, and daytime and evening meetings outside the office. Occasionally, travel may be outside the normal workday, sometimes overnight, and may be as long as one week.

The Administrative Assistant shall perform all duties in a prudent and sensible manner, following established policies and procedures.

General Information

The Clackamas County Soil and Water Conservation District ("District") is a special district located in Oregon City, Oregon. The District is a local government entity, governed by an elected board of directors and supported through real property taxes, grants, and contract services. District employees assist Clackamas County residents to help them appropriately and responsibly use our renewable natural resources, including soil and water.

This position has been identified as a safety/security sensitive position. Therefore, the District requires satisfactory results for the following: degree verification, and investigation of criminal background, employment history, and driving record.

Compensation

This full-time, non-exempt position is classified by the District as an Administrative/Office Management position. The pay range is \$15.71 - \$22.23 per hour depending upon qualifications. Employee wages are paid once a month.

Benefits

The District offers an excellent benefit package including: competitive health and dental insurance plans; employee life insurance; participation in an employer-funded tax-deferred savings plan; and paid vacation and 10 holiday days a year. More information on benefits can be obtained at the District Office. New employees are in an introductory period for their first six months of employment.

Application Deadline

All application materials must be **received by July 10, 2015 by 4:30 pm**. Incomplete applications will not be considered.

How to Apply

Submit a CCSWCD Job Application form, a cover letter, a resume, and three professional references. Send electronic submissions to lkilders@conservationdistrict.org, or mail your materials to:

Lisa Kilders
Clackamas County SWCD
221 Molalla Avenue #102
Oregon City, OR 97045.

PLEASE NOTE

The employee in this position is an employee of the Clackamas County Soil and Water Conservation District, a special district of the State of Oregon. The employee is not an employee of the State of Oregon or of Clackamas County.

If an offer of employment is made, it will be contingent upon passing the criminal background investigation, having an acceptable driving history, and acceptance of the policies and procedures contained in the District's employee handbook.

Equal Employment Opportunity

The Clackamas County Soil and Water Conservation District prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the District. The District is an equal opportunity employer.

Disclaimer

The District retains the right to modify compensation, benefits, and job duties for this position at any time.