

## **Tri-County/City Soil and Water Conservation District**

### **Job Description: Administrative Associate**

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The TCCSWCD Administrative Associate position is 30 hours per week with partial benefits with potential for promotion to 40 hours per week with full benefits. The Administrative Associate is an important member of the District's small team of staff who provides essential support to the Administrative Professional and their fellow team members to insure the smooth operation of the District office and the District's programs.

The Administrative Associate is under the immediate supervision of the Administrative Professional with further oversight, guidance, and support provided by the District Manager. District board meeting support and front-line reception duties will be primary responsibilities though assignments will vary to fit office and team needs. A positive attitude when taking direction, willingness to clarify expectations, and efficient management of assignments are key to success in the position and are sure to earn the gratitude of fellow staff.

#### **Typical Responsibilities**

1. Assure coverage of the reception area and telephones. Answer the telephone and greet all visitors and callers pleasantly and professionally. Screen all visitors, callers, and email inquiries, assist and when appropriate direct to fellow staff. Manage incoming and outgoing mail and the District's general email account. Keep the District postal and electronic mailing lists current.
2. Assist with all aspects of District board meetings. Solicit agenda items and reports in advance of meetings. Compile material for and mail/distribute meeting packets in a timely fashion according to District policy. Set-up conference space and light refreshments, breakdown after meetings. Take notes during board meetings and type minutes promptly afterwards. Assure audio recording of board meetings.
3. Assist with scheduling staff, committee, and other meetings. Send notices, announcements and reminders to staff, Directors, and relevant partners for upcoming meetings, events, and deadlines. Publicly announce District meetings in compliance with state requirements.
4. Maintain orderly District paper and electronic filing systems and archives. Perform regular back-ups of electronic files and store in District safety deposit box. Assure compliance with all state requirements for records retention and destruction. Keep records on the District website current and up-to-date.
5. Perform routine updates of the District website. Assist Education Coordinator and other staff with content development and implementing improvements to provide a user-friendly and modern experience for visitors.
6. Coordinate and plan for District-sponsored meetings, workshops, and other activities. Also coordinate staff and Director arrangements for participation in meetings, workshops, and other activities.
7. Carry out other duties as requested by the Administrative Professional or District Manager. This may include:
  - a. Financial duties associated with payroll, taxes, employee benefits, accounts receivable/payable, and budgets.
  - b. Managing office facilities and equipment, including troubleshooting, routine maintenance, and general upkeep. Managing computer hardware and software, internet, and website services and subscriptions. Assisting staff with computing and equipment technical support and troubleshooting.
  - c. Maintaining an adequate stock of supplies. Comparison shop for supplies and equipment for staff and programs. Research potential purchases as requested. Conduct an annual inventory in compliance with District policy.
  - d. Maintaining supply and display of public informational materials, such as brochures, guides, etc.
  - e. Preparation and distribution of the Annual Plan of Work, Annual Report, Strategic Plan, quarterly newsletter, and other reports and documents.

- f. Assisting with education and conservation programs. This may include record-keeping, filing, as well as supporting occasional events that may be during non-office hours, outdoors, and/or at other locations away from the office.
- g. Attending meetings, workshops, and trainings. Occasionally working weekend and/or evening hours and possibly traveling overnight.

**Requirements**

A high school diploma or equivalent required. Demonstrated experience with customer service, clerical work, and word processing a must. Experience with accounting systems, spreadsheets, and databases also desirable. Experience or interest in agriculture and/or natural resources conservation a plus. Prior experience working with government or nonprofit boards helpful.

1. Thorough knowledge of standard office skills, procedure, equipment, and secretarial techniques.
2. Thorough knowledge of business English, spelling, grammar, and mathematics.
3. High level of proficiency with Microsoft Office programs. Ability to conduct mail merges; use headers, footers, and sections; effectively track document changes during revisions; create brochures, fliers, charts, and graphs
4. Ability to contribute to a collaborative team environment but also work independently when needed.
5. Ability to communicate professionally, effectively, and openly both orally and in writing.
6. Ability to maintain positive, cooperative working relationships with others and to ask for and offer help.
7. Ability to adhere to District policies and code of conduct. Ability to abide by applicable laws, regulations, and policies and to address concerns or dissatisfaction proactively and through appropriate channels.
8. Ability to work primarily in an office setting with occasional work outdoors or at District events. Outdoor work may require standing for long periods of time, walking over uneven terrain, and tolerating heat, cold, and changing environmental conditions.

**FLSA Status:** NON-EXEMPT

**Pay:** Salaried, \$17.18–\$18.25/hour; 30 hours/week

**Benefits:** Three hours each of annual and sick leave accrued semi-monthly; Virginia Commonwealth holidays off with pay; VA Conservation District Employee Association membership.

*If promoted to 40 hours per week benefits expand to include employer-paid health insurance (medical, dental, and vision), short/long-term disability insurance, life insurance, and retirement plan.*

**EMPLOYEE**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**DISTRICT MANAGER**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_