



Okanogan Conservation District

1251 S. Second Ave, Room 102

Okanogan, WA 98840

Position Description

Title

Administrative Assistant

Introduction

This position is responsible for assisting district staff and supervisors with completing administrative functions necessary to support the District's natural resource conservation programs. The incumbent will manage district employee benefits program, assist with financial management, record and retention management, and general administrative duties.

Confidentiality and independent judgment are necessary. Work is characterized by a substantial amount of administrative and clerical functions. Incumbent must possess a high level of integrity, honesty, and strong customer service.

Essential Duties & Responsibilities

1. Provide clerical and administrative support to District board and staff.
2. Manage district employee benefits programs.
3. Assists the District Manager and Finance Manager to:
 - a. process accounts payable, accounts receivable, grant vouchering;
 - b. periodically processing payroll, payroll taxes, and related reports;
 - c. maintain District files – ensuring documents are properly organized and records kept current;
 - d. Maintain office supplies and assist with equipment orders as requested
 - e. Track and maintain district equipment inventory records;
 - f. Assist with monthly, quarterly, and annual tax, financial, and grant reports.
4. Assist with grant research, writing, and progress tracking.
5. Assist staff with maintaining conservation project databases.
6. Provide customer service in-person, by phone, and e-mail as appropriate to ensure they are directed to appropriate information or personnel.
7. Performs other duties as assigned by supervisor.
8. All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the Okanogan Conservation District.

Supervision

The incumbent of this position is under the direct supervision of the District Manager. Additional assignments will be given by other members of the District. Conflicts in assignments will be resolved by the District Manager.

Required Knowledge and Skills

1. High school diploma or equivalent, plus two years of administrative experience is required.
2. Must have and maintain a valid Washington State Driver's License.
3. Must have a moderate level of operational competence with MS Office software including Word, Excel, PowerPoint, and Outlook.
4. Must have demonstrable organizational skills.
5. Must be able to effectively communicate verbally and in writing with a diversity of cooperators, co-workers, and others.
6. The incumbent must be self-motivated, able to work independently and in groups, work efficiently and honestly.
7. Must have demonstrable experience working positively and successfully with individuals one-on-one and in group settings.
8. Ability to organize and plan own schedule of activities related to work goals set by the District Manager.
9. Ability to maintain accurate records regarding time-keeping and authorized expenses.
10. Ability to work closely, cooperatively, and in a non-confrontational manner with others in a public office environment.
11. Must be able to physically perform the tasks of the job in the field by traversing uneven ground in varied weather conditions and occasionally carrying up to 50 pounds of equipment and/or materials.
12. Able to be bonded for financial management.

Preferred Knowledge and Skills

1. Have certificates or specialized training in finance, human resources, or other closely related fields.
2. Ability to type at least 60 wpm
3. Understanding of personnel benefits programs
4. Knowledge and experience with tax reporting

Compensation

This position's hourly compensation range is \$15.00 – \$18.00. This position may receive leave, medical, and retirement benefits as outlined in the employee appointment letter. Terms of compensation and benefits are set by the position appointment letter and may be amended at any time by the Board of Supervisors.