



Coshocton Soil and Water Conservation District

724 S. Seventh Street, Room 120

Coshocton, Ohio 43812

Phone: (740) 622-8087, Ext. 4

www.coshoctonswcd.org

Administrative Assistant Job Description

Description of Position:

The Administrative Assistant is an employee of the Coshocton Soil and Water Conservation District and is ultimately responsible to the Coshocton SWCD Board of Supervisors. The employee will serve as the office receptionist, perform basic accounting duties, prepare financial reports, prepare agenda and record minutes for SWCD board meetings, maintain SWCD website and Facebook page, assist with special outreach events, and promote the SWCD through education/outreach programs.

The employee is directly responsible to the Board of Supervisors and shall be subject to carrying out duties assigned by the Board. Daily activities are under the supervision of the Program Administrator. The Administrative Assistant will be responsible for developing his/her daily, weekly, and monthly schedules with minimal assistance. Schedules should be coordinated with other SWCD staff members at weekly staff meetings.

An effective Administrative Assistant exhibits an outgoing, friendly personality, is excellent at communicating ideas to different audiences and enjoys networking between agencies. This person must present a positive image to the public and use tact when dealing with others. The Administrative Assistant **must** be a team player willing to assist with **any** program of the SWCD.

Duties & Responsibilities:

- Will serve as receptionist for office assisting customers and answering telephones. Answers the phone and meets the general public in a courteous and helpful manner.
- Maintain daily SWCD business transactions and receipts, updating accounting software monthly. All financial records will be maintained in a neat and orderly fashion in accordance with state financial management guidelines.
- Maintain SWCD website and Facebook page; updating and keeping information current.
- Perform office administration including board meeting agenda and minutes, SWCD correspondence, report preparation, office equipment inventory, and travel fund tracking for SWCD.
- Assists in conducting tours, field days, and SWCD sales programs
- Assists in planning and preparation of the SWCD annual meeting
- Write news releases, SWCD newsletter articles, and assist with radio programs
- Demonstrate regular and predictable attendance at work and related meetings, including some evening and weekend obligations
- Execute any other responsibilities required by the SWCD Board of Supervisors or Program Administrator

Qualifications:

- Applicant must be a high school graduate. However, the SWCD would suggest an Associate or higher degree in accounting, office administration, or information technology or a minimum of two years of experience in a related field. A strong agricultural background will be an asset to this position.

The qualified Administrative Assistant should possess the following:

- Strong accounting and office skills
- Self-motivation, organizational skills, group/team leadership
- Excellent oral and written communication skills with customers, government officials, cooperating agencies, and the community
- Ability to communicate one on one and in presentation settings
- Ability to perform office administration including board correspondence, meeting minutes, office and equipment inventory, and report preparation
- Experience in website and newsletter design is a plus
- Computer knowledge/experience with Microsoft Office (Word, Excel, PowerPoint) and Quick Books or other accounting software knowledge would be helpful
- Background, knowledge, and/or interest of agriculture is a plus

This position is primarily an office position. Some work outside the office may be required for special events or programs. A valid Ohio driver's license and proof of automobile insurance is required. The successful candidate will be required to pass a drug test and background check.

Salary and Benefits:

Pay will be established at an hourly rate and will be based on experience, education, and available funding. Selected applicant will participate in Public Employees Retirement System (PERS); will be eligible for vacation, sick leave, paid holidays, health and life insurance, and workers compensation.

Equal Employment Opportunity:

All programs and services provided by the Coshocton Soil and Water Conservation District are available to everyone without regard to race, color, sex, religion, national origin, age, handicap, or marital status.

Application Deadline:

Applications will be accepted until the position is filled. Coshocton County Employment Applications can be picked up at the SWCD office or found online at www.coshoctonswcd.org. The Employment Application must be **completed** and accompany a **current resume** and **cover letter**. The full packet should be returned to the Coshocton Soil and Water Conservation District, Attn: Ryan Medley, 724 S. Seventh Street, Coshocton, OH 43812