

**COTTONWOOD SOIL AND WATER
CONSERVATION DISTRICT
JOB DESCRIPTION
May 2024
Administrative Assistant**

GENERAL PURPOSE OF JOB

The Administrative Assistant will be responsible for maintaining the Soil and Water Conservation District (SWCD) accounting system in accordance with state standards and provide assistance to SWCD, Greater Blue Earth River Basin Alliance (GBERBA) and County programs as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- *Provide program support for Cottonwood SWCD, Greater Blue Earth River Basin Alliance (GBERBA) and Cottonwood County as directed. Annually 30%*
 - Assist the District Administrator with the preparation of long range plans for the operation of the District, including SWCD and County annual and watershed comprehensive plans;
 - Compile and submit BWSR eLINK data for multiple programs as required;
 - Have a comprehensive understanding of the various functions and programs of the SWCD, County, and other local agencies;
 - Programs include but are not limited to: State Cost-Share, Subsurface Sewage Treatment System (SSTS), Planning and Zoning, Feedlots and Clean Water Fund.

- *Provide financial record support for all programs and entities. Annually 30%*
 - Maintain the SWCD and GBERBA accounting system in accordance with state standards. Complete payroll and compensation for the District including but not limited to payroll, tax and employee benefit reports. Maintain payroll records including vacation, sick leave and compensatory time. Prepare year-end financial statements for submission to state. Assist in developing an annual budget. Record financial obligations for ongoing grants and assist in maintaining financial records, and provide financial statements for SWCD, County and GBERBA programs.
 - Conversion of financial system to Quickbooks for SWCD and GBERBA and maintain.

- *Provide support to the Cottonwood SWCD Board of Supervisors & District Administrator. As Needed*
 - Duties may include, but are not limited to: monthly board meeting mailings; compilation of staff board meeting reports; assist the District Administrator with Board meeting agendas, minutes, and handouts; compile monthly financial reports for board meetings.

- *Office receptionist duties. Annually 40%*
 - Greet and assist the public in a professional manner; answer main phone line and direct calls as necessary;
 - Prepare vouchers for payment of bills and payments to landowners;
 - Maintain Office supplies;
 - Prepare mailings, drop off outgoing mail to post office;

- *Assist with educational events. As Needed and Requested*
 - Duties may include assistance with planning annual events such as the Environmental Fair, and other local events as requested.
 - Presenting at educational functions when requested
- *Website maintenance. As Needed and Requested*
- *Various duties as assigned. As Needed and Requested*

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Requires post-secondary education in business and/or accounting or an equivalent combination of education and experience in these areas.

CERTIFICATES AND LICENSES (position requirements at entry)

- Drivers License or evidence of equivalent mobility

REQUIRED KNOWLEDGES and SKILLS (position requirements at entry):

- Accounting principles;
- Be proficient on the computer and have working knowledge of Microsoft Office programs and QuickBooks;
- Must be self-motivated and able to work with minimum supervision;
- Reading and interpreting documents such as regulations, guidelines, policies;
- Strong written, verbal and communication skills;
- Planning and carrying out assignments independently;
- Ability to establish and maintain effective working relationships with others;
- Ability to remain professional in difficult customer assistance situations;

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear and use hands to finger, handle, or feel. The employee frequently is required to sit, walk, stand and reach with hands and arms. The employee is occasionally required to climb or balance, and kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is mostly in the office setting but occasionally may be outside under various weather conditions. The noise level in the work environment is usually low.

CLASSIFICATION HISTORY Prepared By: Cottonwood SWCD, Prepared Date: 05/2024