

## Wasco County Soil and Water Conservation District

Title: Office Administrator

Reports To: District Manager

Employment Status: At Will Employee

FLSA Status: Exempt

Salary Range: GS 5-9

### Position Summary:

The Office Administrator is responsible for managing office administration and supporting the functional operations of the Wasco County Soil and Water Conservation District (SWCD). The key areas of responsibility include reception duties, bookkeeping, event coordination, human resources, clerical tasks, and supply management.

### Essential Functions:

1. Clerical Responsibilities
  - a. Oversee incoming mail and document routing.
  - b. Prepare and distribute agendas and board meeting packets.
  - c. Submit meeting notices for publication in accordance with public meeting law.
  - d. Document minutes from board meetings and maintain distribution lists.
  - e. Organize meeting room bookings for SWCD and NRCS activities.
  - f. Maintain mailing lists for newsletters and other communications.
  - g. Maintains all required district files and archives, both paper and electronic, in accordance with public records law.
2. Reception Duties
  - a. Maintain the reception area and greet visitors.
  - b. Handle incoming calls and direct them to appropriate personnel.
  - c. Provide information and materials to visitors as needed.
3. Bookkeeping Functions
  - a. Maintain accurate financial records and utilize financial software for tracking.
  - b. Manage accounts receivable and accounts payable.
  - c. Prepare and validate invoices, checks, and bi-monthly payroll.
  - d. Ensure timely submission of state and federal tax reports and payments.
  - e. Prepare monthly treasurer's reports.
  - f. Coordinate with auditors for annual audits.
4. Human Resources Management
  - a. Maintain personnel and payroll records.
  - b. Oversee compliance with federal and state employment laws.
  - c. Ensure timely accuracy of employee timesheets and benefits administration.
  - d. Assist District Manager with regular review and update of employee handbook and related policies and procedures.
  - e. Manage onboarding and offboarding of employees.
5. Website Maintenance
  - a. Update and maintain the SWCD website.

6. Supply Management
  - a. Manage office supply inventory and order as necessary.
7. Event Coordination
  - a. Serve as principal planner for the annual meeting.
  - b. Coordinate meeting logistics including venue, speakers, and promotional materials.

**Secondary Responsibilities:**

1. Coordinate with outreach staff on newsletter production and distribution.
2. Assist District Manager with aspects of SWCD management, including compliance with local budget law, fiscal administration, updates to SWCD policies, and risk management.
3. Support additional duties as assigned by the District Manager.

**Knowledge and Skills Required:**

Familiarity with the Oregon Revised Statutes (ORS), including SWCD laws and Public Employee Retirement System (PERS) regulations. Strong organizational skills and attention to detail, particularly in financial documentation. Excellent communication and interpersonal skills. Proficiency in financial software and standard office applications.

**Education and Experience:**

The Office Administrator must possess at least four years of experience in office management and bookkeeping/accounting. The Office Administrator should possess strong computer skills, with a particular emphasis on proficiency in QuickBooks and the Microsoft Office Suite, including Excel, Word, Access, and PowerPoint, as well as solid foundational math abilities and effective problem-solving skills.

**Demands and Complexity:**

This position requires a high level of accuracy, adherence to strict deadlines, and the ability to handle multiple tasks simultaneously. The Office Administrator must manage financial records and reporting obligations, as well as provide administrative support to ensure efficient operations.

The Office Administrator must be capable of performing various physical tasks, including sitting and standing for extended periods, as well as lifting items weighing up to 40 pounds. This role may necessitate occasional overnight travel. Additionally, it is expected that the administrator may work beyond the standard 8-hour day or 40-hour workweek, for which compensatory time off will be provided. A valid Oregon driver's license is required, along with the ability to operate vehicles equipped with either automatic or manual transmissions.

**Background Screening:**

The USDA Natural Resources Conservation Service requires everyone who uses USDA equipment and has access to producer records to pass a background screening and receive a favorable adjudication. This is essential for employment with the SWCD. The SWCD also conducts regular DMV records checks to screen for serious violations.

**Supervisory Responsibility:**

This job has no regularly assigned supervisory responsibility. The Office Administrator may provide supervision to occasional volunteers and to other employees when assigned to assist with administrative functions.

**Contacts with Others:**

The Office Administrator interacts daily in person with District and USDA Service Center staff, attending brief weekly staff meetings. This role also involves regular communications through phone, email, Zoom, and written correspondence with other SWCDs, state, federal, and local agencies. In addition, the Administrator engages with local clientele, primarily farmers and ranchers. Typical interactions include exchange of information, sharing of technical information, coordination of ongoing projects or discussion of potential new projects. Care must be taken to avoid sharing information governed by the privacy act, most of which is private landowner information.

**Job Conditions**

Working conditions for this position are office environment 94%; local travel and field 5%, other travel 1%. This job entails some evening or weekend hours, occasional overtime, and frequent interruptions.

**Compensation:**

Compensation will be based upon qualifications and experience. Salary increases subject to additional funding availability and job performance. Hours beyond 40 hours per week earn compensatory time at an overtime rate in lieu of overtime pay. Benefits include health care, dental, vision, and life insurance, and participation in the Public Employees Retirement System.

**Application Process:**

To apply, submit a cover letter, resume and three professional references to [jennifer.sampson@wascoswcd.org](mailto:jennifer.sampson@wascoswcd.org) by 5:00 PM on November 4, 2024.