

**Position Description**  
**County of \_\_\_\_\_, Indiana**

**POSITION:** Office Administrator/Coordinator  
**DEPARTMENT:** Soil & Water Conservation District  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** COMOT (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** August 2007  
**DATE REVISED:**

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required. The County of Clay provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Office Administrator/Coordinator for the Soil and Water Conservation District, responsible for performing various administrative, financial, educational, secretarial and bookkeeping tasks for departmental programs and services.

**DUTIES:**

Promotes on-going District activities, such as Soil Stewardship Week, field days, poster contest, Ag Day and Envirothon. Promotes tree sales program through National Association of conservation Districts for Clay SWCD income and educational purposes.

Develops creative ways to secure sponsorship for promoting District objective throughout the County.

Assists in organizing annual meetings, adult and youth conservation tours, 4-H fair exhibits and other District and Natural Resources Conservation Service events.

Edits, types and assembles quarterly District Newsletter. Prepares presentations for the public and news releases for the media.

Serves as Secretary/Treasurer to the SWCD Board and attends monthly SWCD Board meetings. Prepares Board meeting agenda and minutes, annual reports, annual plan of work, general correspondence and special reports in conjunction with the Chairman and District Conservationist.

Maintains and prepares monthly and annual financial records according to State laws. Receives and disburses funds for the District.

Maintains SWCD and NRCS files according to established system in the computer and hard files.

Maintains knowledge of SWCD Operations Manual and local, state and federal laws that affect the conservation work within the District.

Maintains inventory of supplies and publications, ordering supplies as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of standard office procedures and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation and ability to prepare detailed written reports and maintain accurate and organized files and records.

Working knowledge and ability to properly operate standard office equipment, such as computer, calculator, fax machine, copier and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to attendance, safety, drug-free workplace and personal conduct.

Ability to competently serve the public with diplomacy and respect.

Ability to effectively communicate orally and in writing with co-workers, other County departments, NRCS, ISDA, FSA and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain and carry out written or oral instructions and present finding in oral and written form.

Ability to compute/perform arithmetic operations.

Ability to compile, analyze and evaluate data, and make determinations based on data analyses.

Ability to apply knowledge of people and locations.

Ability to maintain accurate files and write and edit reports.

Ability to occasionally work extended, evening, and/or weekend hours and travel out of town for meetings, workshops or conferences, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs a variety of relatively standard duties according to standard operating procedures and procedural manuals. Assignments and objectives are set jointly by immediate supervisor and incumbent with work priorities primarily determined by supervisor and service needs of the public. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. Errors in work are primarily detected through legally defined procedures and standard bookkeeping checks. Undetected work errors may result in loss of money to department and/or inconvenience to other agencies of the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, NRCS, ISDA, FSA and the public for the purpose of exchanging information.

Incumbent reports directly to the SWCD Board Chairman.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting and walking at will, sitting for long periods, standing/walking for long periods, lifting/carrying under 25 pounds, reaching, handling/grasping objects, far and close vision, keyboarding, and hearing sounds/communication. Incumbent may occasionally work extended, evening and/or weekend hours and travel out of town for meetings, workshops, or conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Office Administrator/Coordinator for the Soil and Water Conservation District describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name