

Middle Niobrara Natural Resources District

Job Description Administrative Assistant

Position Classification/Labor Code: Full time/Administrative – Non-Exempt located at the Middle Niobrara NRD office at 303 East Hwy 20, Valentine, NE 69201

Introduction: The Administrative Assistant will work under the general supervision of the General Manager and Assistant/Office Manager with emphasis on administration of the districts programs and will require a working knowledge of all NRD operations. This work will include bookkeeping, payroll, secretarial, financial, and reception activities of the office. This position is expected to work with and communicate tactfully with the public daily and to work with federal, state, and local governmental agencies.

This position requires professionalism, computer skills, record keeping, bookkeeping, organizational skills, accountability, and excellent human relations skills. This position will also work closely with other NRD staff members and directors. Proficiency with Quick books accounting software with Payroll is required.

Work Schedule: Monday through Friday 8:00 am to 5:00 pm. Additional time will be required.

Principal Duties and Responsibilities: Work with farmers, ranchers, governmental personnel, NRD staff and directors to carry out the administration needs of the district. Work will consist of, but not limited to the following:

1. Interaction with the public in person and over the phone, fax and email. Provide assistance to NRD customers and direct them to proper staff personnel as needed.
2. Administration of the Nebraska Soil and Water Conservation Program (NSWCP) including: taking applications, keeping program ledgers, working with cooperators, local Natural Resources Service personnel, and the Department of Natural Resources Commission.
3. Responsible for all NRD bookkeeping activities and seeing that they are done in an accurate and timely basis. This will include, but not limited to: District financial records, accounts receivable, accounts payable, payroll, yearly audit, workers compensation audit, and all banking functions. Assist the General Manager, Assistant/Office Manager, Program Supervisors, and staff with short and long range planning and budgeting. Assist with the NRBA account activity.
4. Maintaining the districts filing system. Documents will be filed on a timely basis and updating the districts files periodically will be required.
5. Responsible for the NRD's computer operations and requires knowledge of the computer, programs, data storage, program development, and hardware maintenance.
6. Responsible for preparing reports, emailing, delegated typing and all other duties as assigned.

7. District mail: screening, date stamping, and distributing incoming mail, purchasing postage, properly addressing and sending outgoing mail.
8. Responsible for taking minutes of monthly board meetings, special board meetings, and preparing the minutes in accordance with state statute. Duties will include, but not limited to: preparing board meeting agendas, board packets, treasurer's report and disseminating that information to the appropriate person, committee, or agencies.
9. Assistance in the upkeep of the districts office equipment and supplies, including: performing any maintenance and contracting maintenance as necessary, participating in the purchase of new office equipment, and purchase and maintenance of district office supplies.
10. Attendance at NRD and NARD functions and events and possibly help with other public informational topics as needed. Assist with Information and Education activities within the district to include: NVOEP, website maintenance, and other venues as needed.
11. Assist with grant reporting for local, state, and federal funding.
12. Assist customers with district operations to include: drill rental, gopher bait sales, gopher machine rental, tree orders and distribution, dripline inventory and sales, wood chip sales, weed barrier and supplies, and other sales and scheduling.
13. Carry out other tasks assigned by the General Manager, Assistant/Office Manager and Board of Directors as deemed necessary for daily operations of the district.

Eligibility Determinations: Any combination of education, experience, and personal characteristics may be considered to determine the eligibility for which an applicant can qualify. Experience and desirable characteristics may be substituted for education at the discretion of the General Manager.

1. General Qualifications

Education: Associates or Bachelors degree.

Experience: Minimum (1+) years, (5+) years preferred of satisfactory employment in related fields of administration. Farm or ranch background would be helpful; with a basic understanding of conservation needs and programs.

Desirable Characteristics: Individual characteristics to be considered should include but not be limited to: (1) an ability to work well and communicate effectively with people both written and verbally, (2) have a desire to help bring about actual accomplishments quickly and efficiently by being self-directed and taking initiative, (3) ability to work independently with responsible results using good judgement, (4) have accountability (5) ability to manage multiple projects and priorities, (6) ability and willingness to assist with outdoor natural resource activities, (7) some heavy lifting, (8) independent judgement ability, (9) follow directions, (10) timeliness.

Special Requirements and Conditions:

- A current driver's license valid in Nebraska and good driving record will be required.
- Attendance at meetings including MNNRD Board of Directors Meetings, committee meetings as requested, and other job-related meetings as necessary. Overnight travel required as needed.

Essential Functions and Associated Physical Abilities:

- Ability to operate motor vehicles, including passenger cars and trucks, in urban and rural environments.
- Develop and facilitate workshop logistics, scheduling and communication with participants.
- Use of computers and software to provide word processing responsibilities, newsletter design and website management, updates and maintenance.
- Willingness and ability to work outside.

The MNNRD will make reasonable accommodations according to ADA when requested.

Salary and Benefits: Beginning salary to be determined between acceptable pay range values, and based upon education, experience and desirable characteristics.

The Administrative Assistant is eligible for medical insurance coverage, dental insurance, vision, life and disability insurance and retirement along with annual and sick leave will be awarded in accordance with the District's personnel policy.

Application:

The following is required: a resume including contact information for former employers, cover letter, and at least 3 work related references, and MNNRD job application. Application of employment will be accepted until April 30,2020 or until filled. Interested individuals should send application material to Zachery Peterson – Assistant/Office Manager.

Middle Niobrara Natural Resources District

303 East 1st Street

Valentine, NE 69201

(402) 376 - 3241

The Middle Niobrara NRD is an equal opportunity employer.