

Program Assistant — Job Description

Portage Soil & Water Conservation District

Position Description:

This position shall be known as the Program Assistant of the Portage Soil & Water Conservation District (SWCD).

The basic function of this position is to assist the Board of Supervisors, SWCD staff and Natural Resources Conservation Service staff in promoting the application of soil & water conservation practices and in fulfilling their responsibilities to protect and develop all-natural resources within the SWCD.

The Program Assistant is responsible for the coordination, organization and general operation of the SWCD office. In addition, the Program Assistant provides support to the District Administrator, the Board of Supervisors and program staff as directed.

Minimum Qualifications:

1. Excellent written and verbal communication skills, including ability to deal with difficult people and individuals from a wide range of backgrounds.
2. Excellent computer and word processing skills, including high levels of training or experience in Munis, QuickBooks Pro, Microsoft Office Group (Word, Excel, Power Point, Outlook), Microsoft Access, and Microsoft Publisher.
3. Must have experience or training in financial and budget management.
4. Education requirements include; Associates Degree or Vocational Education preferred, High School Diploma with 2-year experience minimum.
5. Must be a motivated, self-directed team member with a general interest in environmental practices.
6. Must have a valid State of Ohio Driver's License and reliable means of transportation.
7. 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 and hear. The employee is frequently required to walk, stand, and sit, use hands to handle or feel; occasionally required to reach with hands and arms and climb or balance. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required for this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Responsibilities:

A. Financial Responsibilities

Maintain all PCSWCD financial records, including reports for special fund, PCSWCD district fund and special project/grant funds. Tasks include:

- Accounts payable and accounts receivable management of District and Special funds through Quickbooks and Munis. Make regular bank deposits and reconcile checking accounts monthly. Entering bi-weekly payroll through the Munis system.
- Additional financial duties include management of monthly and annual financial reporting to SWCD Board of Supervisors, Portage County Auditor's Office, Ohio Department of Agriculture and other state agencies by required deadlines.
- Understand the proper use of county and state funds to effectively manage and maintain all SWCD financial records, including reports for the special fund, PCSWCD fund and special projects or grants.
- Produce monthly reports from the Munis program and coordinate with the Auditor's Office when necessary.
- Make SWCD financial records and minutes available for examination by the ODNR auditor upon request and prepare/distribute audit reports to PCSWCD Board of Supervisors.

B. District Responsibilities

Other duties required to maintain efficient office function:

- Understand the specific function, goal and mission of the SWCD and the working agreements between the Portage Soil & Water Conservation District, Department of Agriculture, NRCS and Portage County Storm Water District.
- Attend all Board meetings, prepare and distribute all Board meeting agendas and record minutes. Inform the Board of special events or responsibilities in a timely manner
- Prepare and submit required legal notices for public meetings, annual election and public review of financial documents.
- Manage SWCD Board of Supervisor Election reporting and work with district staff to execute the PCSWCD Annual meeting.

Additional responsibilities associated with full-time employment

- Promote SWCD events by assisting with graphic design of flyers and registration materials. Manage the frequent updating of social media accounts to advertise SWCD events. Assist with event registration. Work with SWCD and NRCS on the creation of the quarterly print newsletter and collaborate with printer and mail service providers to have the newsletter published and mailed.
- Assist SWCD staff with preparation for indoor and outdoor field days, tours, educational meetings, workshops, etc.
- Order supplies or services as instructed by the District Coordinator and prepare purchase orders as needed for supplies or services.