



POSITION AVAILABLE:

Program Assistant

POSTING DATE: Monday, July 19, 2021
DEADLINE TO APPLY: Open until filled
DEPARTMENT: Portage Soil and Water Conservation District
LOCATION: 6970 State Route 88, Ravenna, OH
STARTING SALARY: Depending on Qualifications

MINIMUM QUALIFICATIONS:

Education requirements include: Associates Degree or Vocational Education preferred, High School Diploma with 2-year experience minimum. Must have a valid State of Ohio Driver's License and reliable means of transportation. Must have experience or training in financial and budget management. Excellent written and verbal communication skills, including ability to deal with difficult people and individuals from a wide range of backgrounds. 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.

EXAMPLE OF DUTIES:

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.

Financial Responsibilities include but are not limited to: 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.

Other duties required to maintain efficient office function include but are not limited to: 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.

For full job description, click [HERE](#).

HOW TO APPLY:

- THE COUNTY APPLICATION FORM IS REQUIRED WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- MAIL OR EMAIL THE REQUIRED COUNTY APPLICATION & RESUME:
PORTAGE SOIL & WATER CONSERVATION DISTRICT
ATTN: JAMES BIERLAIR
6970 ST. RT. 88
RAVENNA, OH 44266
EMAIL: jbierlair@portageswcd.org

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)