Northern Neck Soil & Water Conservation District
Job Description
Administrative Assistant

Performs routine administrative duties to provide general and specific clerical and administrative support for NNSWCD staff and programs. Helps carry out the directives of the Board of Directors, individually and as a part of a team. Reports to the District Managers. This position is classified as Non-Exempt under the Fair Labor Standards Act.

Essential Responsibilities and Duties:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation will be considered to enable individuals with disabilities to perform the essential functions. The essential functions of the job are not limited to those listed in the job description. The NNSWCD retains the discretion to add to or change the duties of the position at any time.

1) Provide front-office customer service including and not limited to greeting walk-in clients, screening phone calls, and sorting mail.

2) Serve as lead with the planning, preparation, attendance, and recordation of monthly Board Meetings and other public meetings hosted by the NNSWCD.

3) Assist with financial record management in accordance with *Desktop Procedures for District Fiscal Operations.*

4) Assist with compliance with grant deliverables and Code of Virginia requirements.

5) Develop and maintain accurate recordkeeping systems including files for past and current programs, activities, and projects.

6) Prepare correspondence and technical and financial reports based on existing templates. May develop new templates and forms, as needed.

7) Assist with maintaining inventory, controls, and policies.

8) Provide administrative support to technical field staff as needed.

9) Assist with development of grant applications.

10) Assist with the development of the Annual Report, Annual Plan of Work, and Strategic Plan.

11) Complete applicable trainings that promote proficiency in the planning and application of soil and water quality conservation principles, theories and practices.

12) Develop and maintain effective working relations with conservation partners and stakeholders: citizens, local, state, and federal government agencies, and non-governmental organizations.

13) Attend monthly Board meetings and provide written reports to the Board of Directors.

Other Duties:

1) Assist with the promotion, administration, and implementation of all technical programs.

2) Assist with the management of the conservation equipment rental programs.

3) Assist with education and information programs as outlined in the Annual Plan of Work and Strategic Plan.

4) Perform additional duties to support operational requirements.

Knowledge, Skills, and Abilities:

- Proficiency in Microsoft Office Professional software.
- Basic Knowledge of theories, principles, concepts, and methodologies of soil and water conservation, planning and applying Best Management Practices.
- Ability to prioritize work in an effective and efficient manner and to meet deadlines.
- Ability to accurately interpret and implement policies and procedures.
- Ability to utilize computer skills and learn/use new programs.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain effective working relationships with others in a team environment.
- Ability to work independently, show initiative, and accept responsibility.
- Ability to demonstrate sound judgement and professional integrity.
- Ability to work with and coordinate activities with other agencies, organizations, and government units.

Education and Experience:

- Requires high school graduation and additional course work or technical business administrative training.
- Extensive experience in bookkeeping, customer service, and computer operations with a demonstrated history of professionalism may substitute for post-secondary education.

Other Requirements:

- Must successfully complete a fingerprint background check.
- May be required to work a non-standard schedule to include evenings, weekends and holidays.
- Must possess and maintain a valid Driver's License and an acceptable driving record according to NNSWCD criteria.

Physical Demands:

- LIGHT WORK: Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly to move objects and supplies.
- Remains in a stationary position most of the time.
- Must be able to perform physical activities including balancing, reaching, standing, walking, pushing/pulling, grasping, and repetitive motion.
- Must be able to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Requires ability to observe details at close range (within a few feet of the observer).
- Must occasionally move about inside the office to collate materials, access file cabinets, office machinery, etc.

Machines, Tools, Equipment, Software, and Hardware:

- Constantly operates a computer, telephone, and other office productivity machinery, such as a calculator, copy machine, and computer printer, etc.
- Typically requires use of standard office equipment and telephone, and related software and hardware; and any other equipment as appropriate or as assigned.

Work Environment:

- Work is typically performed in office environment where there may be exposure to computer screens for extended periods of time, monitor glare and dust.
- May work off-site events where there may be uneven terrain and exposure to varied weather conditions.
- May be required to use appropriate protective equipment for the assigned task and any other equipment as apparent or assigned.