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## Harney Soil & Water Conservation District

PO Box 848

530 Hwy 20 South, Hines OR 97738

Phones: 541-573-5010 [www.harneyswcd.org](http://www.harneyswcd.org)

### ADMINISTRATIVE ASSISTANT JOB ANNOUNCEMENT

#### Position: Administrative Assistant

#### Position Summary:

The Harney Soil and Water Conservation District is seeking applicants to fill the position of Administrative Assistant, located in Burns/Hines, Oregon. This is grant funded full-time position. This position is responsible for four major areas: clerk for the Board of Directors, administrative support to the District Manager and NRCS District Conservationist, and general administrative support to all staff. This position requires self-motivation, initiative, problem solving and creativity. The work requires a mix of strong communications skills, exercising good judgment in a variety of situations, and the ability to maintain balance among multiple and shifting priorities. The work of this position supports the HSWCD's conservation mission by providing administrative support to all programs.

#### Announcement Materials:

- Position Announcement
- Employment Application
- Position Description

#### Application Process:

Submit all specified application materials to the Harney Soil and Water Conservation District, PO Box 848, Hines, OR 97738. For additional information contact Carol Dunten, Board Chair, 541-493-2752 or [carol.dunten@gmail.com](mailto:carol.dunten@gmail.com).

Applicants will be contacted to participate in interviews.

**Application Deadline: 4:00 PM PST, June 20, 2019**

**Application Evaluation Process:** Review of applications will begin immediately after the application deadline and continue until the position is filled. The selection process will include an application evaluation, select in-person interviews, verification of work and educational history, and contact of references. The selected applicant will be required to pass a criminal background check and driving record review.

**Application Submission Requirements:**

1. Signed cover letter, not to exceed 2 pages, explaining your qualifications and experience relevant to the successful fulfillment of the functions of the announced position.
2. Fully complete and signed employment application form, including applicable attachments. Resumes alone will not be accepted, but may be included with the application materials.

**Application materials may be emailed with scanned signatures to [carol.dunten@gmail.com](mailto:carol.dunten@gmail.com) or mailed or hand delivered to:**

Harney Soil & Water Conservation District

Attn: Carol Dunten, Board Chair

PO Box 848, 530 Hwy 20 South

Hines, Oregon 97738

*It is the applicant's responsibility to ensure application materials are received in full, regardless of delivery method.*

Harney Soil and Water Conservation District is committed to conserve, protect, and develop soil, water and other related resources for the economic and environmental benefit of the people of Harney County.

**Job Description: Administrative Assistant**

The Administrative Assistant reports to the District Manager of the Harney Soil and Water Conservation District (HSWCD).

Employment Status: This is a full time, at will, non-exempt employee (40 hours per week)

Location: HSWCD office, Hines, OR - USDA Service Center

Wage: \$14.00 - \$17.00 per hour DOE

Benefits: Medical, dental, vision, and disability insurance premiums are paid by the HSWCD up to \$1300 per month. Sick leave and vacation leave are accrued upon completion of a trial service period from the first day of employment. A Simple IRA match contribution can be selected, limited to 3% of the employee's annual salary. Sick leave will be accumulated up to a rate of one hour for each 30 hours worked for the first year. Thereafter, employees shall accrue 80 hrs. of sick leave per year credited on January 1. All federal holidays (10) are observed and paid.

**Background:**

Oregon Soil and Water Conservation District Laws (ORS 568.808 to 568.900 to 568.933) guide establishment and operations of Oregon Soil and Water Conservation Districts. Oregon Revised Statute 568.225 establishes the policy of the Legislative Assembly to provide for the conservation of the renewable natural resources of the State and further authorizes Soil and Water Conservation Districts to cooperate with land owners and land managers to conserve, protect and develop those renewable natural resources for the benefit of its residents. Within the context of these laws, the Harney Soil and Water Conservation District seeks funding and hires appropriate staff to effectuate the applicable policies of the Oregon Legislature.

The Harney Soil and Water Conservation District, like the other 44 soil and water conservation districts in Oregon, is a non-regulatory government agency known as a *Special District* (ie. a municipal corporation). Located in southeastern Oregon, the HSWCD serves the third largest county in the United States. In fiscal year 2017-2018, the HSWCD's annual operating budget was \$1.2 million. District financial resources are provided exclusively by competitive grants, interagency agreements and direct service contracts. Long term program funding is subject to the availability and acquisition of federal, state, and local government grants and contracts, and therefore cannot be guaranteed.

HARNEY SOIL AND WATER CONSERVATION DISTRICT

**EMPLOYMENT APPLICATION FORM**

**POSITION: ADMINISTRATIVE ASSISTANT**

Please print clearly in dark ink or type. This application is part of the applicant examination process and must be thoroughly completed in order to qualify for consideration. If additional space is needed, please attach separate sheets.

**APPLICANT INFORMATION:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Date applicant would be available for employment: \_\_\_\_\_

Are you employed right now?      YES      NO

If yes, please provide employer contact information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Do you have the legal right to work permanently in the United States? YES    NO

Have you ever been discharged or forced to resign from any employment? YES    NO

If yes, please explain.

Can you perform the essential functions of the job for which you are applying? YES    NO

Do you have a valid state of Oregon Driver's License? YES    NO

License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**EDUCATION:**

	HIGH	COLLEGE	GRAD SCHOOL
School Name(s)	_____	_____	_____
Date Graduated	_____	_____	_____

List Primary Course(s) of Study or Degree(s) Received:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES:**

Provide a minimum of three business or professional references familiar with your qualifications and actual work history and abilities.

	Name	Occupation/Relationship	Years Known	Contact Number
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

**ADMINISTRATIVE ASSISTANT**

**SECTION 1: EMPLOYER AND POSITION DESCRIPTION**

The Harney Soil and Water Conservation District (HSWCD), like the other 44 soil and water conservation districts in Oregon, is a non-regulatory government agency known as a Special District (i.e., a municipal corporation). Located in southeastern Oregon, the HSWCD serves the third largest county in the United States. In fiscal year 2017-2018, the HSWCD's annual operating budget was \$1.2 million.

This position is a grant funded position to assist both USDA Natural Resource Conservation Service (NRCS) and HSWCD meet program goals and objectives. The position is advertised as a shared duty position, with an estimated three days per week workload for NRCS and two days per week workload for HSWCD. A federal background check is required for this position. All USDA clearances must be received prior to receiving access to the computer system.

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## **SECTION 2: POSITION DETAILS**

### **2.1 Job Title and Class**

Administrative Assistant- Non-Exempt

### **2.2 Working Job Title**

Administrative Assistant

### **2.3 Job Status**

Averages 40 hrs. /wk.

### **2.4 Salary Range (as of FY18-19)**

\$14.00 -17.50/hr. DOE

### **2.5 Work Locations**

HSWCD office- Hines USDA Service Center

### **2.6 Date of Hire**

Estimated: 6/30/2019

### **2.7 Eligible for Overtime Pay**

As needed. Must be authorized by the District Manager

### **2.8 Benefits**

Sick leave and vacation leave are accrued upon completion of trial service period from the first day of employment. Medical, dental, vision, disability, and life insurance premiums are paid by the HSWCD up to \$1300.00. An employee-based contribution SIMPLE IRA retirement plan is available with the HSWCD matching up to 3% of the employee's salary. Liability coverage is provided to all employees, subject to the limitations of the Oregon Tort Claims Act, 30.260 through 30.300, and the Oregon Constitution.

### **2.9 Duration**

***The job is grant funded for 9 months. There may be an opportunity for continued employment dependent on grant funding.***

## **SECTION 3: MAJOR DUTIES**

This position is responsible for four major areas: clerk for the Board of Directors, administrative support to the District Manager and NRCS District Conservationist, and general administrative support to all staff. This position requires self-motivation, initiative, problem solving and creativity. The work requires a mix of strong communications skills, exercising good judgement in a variety of situations, and the ability to maintain balance among multiple and shifting priorities. The work of this position supports the HSWCD's conservation mission by providing administrative support to all programs.

### **3.1 Clerk for the HSWCD Board of Directors**

- Publicize Board and all Committee meetings (Personnel and others) and Annual Meeting, as required by law via published legal notice, updating District web site; and distribution of Board Meeting agenda to interested parties.
- Assist with development of Board agendas; coordinate staff submissions of materials; prepare and send out Board packets via email and hard copy; distribute Board agenda to specific recipient list; prepare meeting packets; arrange for refreshments, A/V aids, supplies, handouts and other needs for Board and Committees' meetings.
- Record and transcribe Board and Committees' meetings for review by District Manager, finalize for approval at next Board/Committee meeting
- Maintain Board and Committees' Meetings minutes books with exhibits.
- Publicize opportunity for candidates to file for elected Director Positions (public notice; website). Send packets to potential candidates on request. Respond to requests from public re: candidates and elections.
- Related duties as assigned, including responding to requests from Board Chair and members for assistance, if requested.

### **3.2 Executive Support**

- Assists and works closely with the District Manager and other staff to ensure efficient operation of HSWCD office and provide a high level of excellence in Board relations.
- As requested, completes a broad variety of administrative tasks, including: research and development of HSWCD policies and procedures or assistance with other aspects of HSWCD operations; calendar and appointment management; conference registration and travel arrangements; correspondence/email communication; handling of confidential documents/information; special research projects; report preparation; editing/proofing of documents; compiling background documents for meetings as appropriate.
- Works closely and effectively with the HSWCD management team to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," with a sense for issues in the working environment keeping the manager updated.
- Researches issues relating to HSWCD operations, policies, and procedures for District Manager, District Conservationist, or Board chairman as requested.

### **3.3 General Administration**

- Assist with managing HSWCD files and documents in accordance with Oregon public records law.
- Inventory, maintain, and place orders for office supplies.
- Assist as needed with events, volunteer coordination, and related tasks.
- Provide meeting support as needed (e.g., scheduling conference rooms, coordinating food, logistics)
- Assist in the updating of the website.
- Maintenance of library and classification and filing of new items.
- Responding to staff requests for administrative support as needed.
- Coordinate and distribute all incoming/outgoing/interoffice mail.
- Assist the public with event registration, plant sale transactions and other HSWCD business as needed.
- General office duties such as typing, flow of correspondence, filing, requisition of supplies, scanning, etc.
- Coordinate materials for meetings, training sessions, and other activities of the organization.
- Processing incoming bills, outgoing checks, and perform other routine bookkeeping tasks.
- Provide assistance as needed with research for products and services.
- Greet and direct office visitors, answer main office telephone lines, respond to requests for information and/or forward messages to appropriate staff. Make sure the office is kept in orderly and clean fashion.
- Assist with review of administrative procedures and development of systems to assure compliance by all staff.
- Assist NRCS staff with the following:
  - Data entry into a Data Management System (DMS).
  - Assist public with workshop information and registration assistance, if needed;
  - FA tracker reports to be generated and distributed to DC.
  - Assist landowners with doing program eligibility.
  - Compile AD700 forms and pull orders together.
  - Maintain UTV/Vehicles logs according to policy.
  - Protracts data entry.
- Maintain office machines including printers, and copiers.
- Assist District Conservationist with tasks, as requested/needed.
- Perform other duties and responsibilities as requested with a sense of humor and team spirit.

### **3.4 Human Resources**

- Assist District Manager with the District's Employee Handbook and personnel policies updated.



- Research personnel-related issues including keeping the District Manager informed re: BOLI information/changes that might affect the District.
- Maintain Special Districts training log for Best Practices Certification. Ensure Board participates in yearly operations and personnel training to capitalize on insurance certificate discounts.

#### **SECTION 4: EDUCATION/EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES**

##### Education/Experience:

- At least 5-6 years of directly related work experience, sufficient to be productive with no or little orientation.
- Higher education in office administration, business or related field of study preferred. A combination of relevant education and experience in office administration, program management for a related field may substitute for the educational requirement.
- Minimum 20 hours of technical training in office administration.

##### Desired Knowledge, Skills and Abilities:

- Ability to prioritize conflicting needs; handle matters expeditiously and proactively, and to follow through on projects to successful completion, often with deadline pressures.
- Excellent oral and writing skills; strong editing and proofreading skills.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies and ability to work on multiple projects simultaneously.
- Ability to maintain the highest level of confidentiality and discretion.
- Superior telephone and customer service skills.
- Proficiency in problem solving.
- Ability to gather and analyze data and produce concise reports.
- Highly motivated with ability to work independently, take initiative and also participate as an effective team member in a fast-paced office environment.
- Knowledge of meeting venues, technology, and equipment.
- Experience in supervision, nonprofit work, and knowledge of events planning are desirable.
- Ability to take accurate meeting notes and condense them into typed minutes for the public record.
- Skill in navigating Internet web sites is desired.
- Excellent organizational skills and attention to detail.
- Demonstrated ability to work without direct supervision, work on multiple projects at once, establish work priorities, and manage time in order to meet District and program deadlines and goals.
- Knowledge of natural resource conservation issues and local environmental agencies and organizations is desired.
- Strong working knowledge of Microsoft Office Suite and Quickbooks accounting software; ability to type quickly (70-80wpm) and accurately.
- Must be proficient in English (spoken and written) for communicating with District Board members, District staff, partner agency staff, and office callers and visitors.
- Knowledge of and experience with Human Resource principles/policies/responsibilities.

#### **SECTION 5: WORK ENVIRONMENT AND CONDITIONS**

##### Work Environment:

The Administrative assistant will have an assigned desk, telephone, and computer at the HSWCD office. The HSWCD office is the primary work station for this position, and is a smoke-free and drug-free environment. The position involves extensive computer and telephone work, as well as standing at a table to do layout and prepare mailings. Long periods sitting, typing and reading from a computer screen may be required.

Occasionally lifting or moving an object of moderate weight (e.g., boxes of printed materials or meeting tables) is required. It also involves travel to offices of partner organizations and agencies and to obtain signatures from Directors.

Attendance at evening meetings is required. Occasional overnight travel to attend conferences and trainings may be required.

Requirements:

To perform the duties of this position, the Administrative assistant must serve as an incidental motor vehicle operator. This requires the operation of a motor vehicle on both public and private roads during daylight hours and occasionally after dark, including inclement weather. A valid driver's license is required. The Administrative assistant should have access to his/her own vehicle and maintain insurance to comply with Oregon law. Mileage will be reimbursed. A District vehicle may be available on occasion. The position may require travel throughout Harney County.

Guidelines:

Performance of assigned duties is completed in accordance with established procedures. Procedures that cover the assigned work include HSWCD annual work plans, HSWCD policies and procedures, Oregon Department of Agriculture Guidelines for SWCDs, and Oregon public meetings law.

Complexity:

The Administrative assistant must work as an integral member of the Hines Service Center staff by coordinating and sharing information and resources with HSWCD and NRCS staff and Board as needed to accomplish the objectives that have been identified. It is expected that the Administrative assistant will be genuinely eager to help out where they can and will communicate well and work effectively with all team members.

The Administrative assistant may encounter complications, such as conflicting guidelines and policies among federal, state, and local governing bodies, and/or incompatible objectives among various user groups.

The Administrative assistant must be versatile and skillful in responding to new and changing environmental conditions, regulatory requirements, and modification of previously agreed-upon plans and conclusions.

Contacts:

- HSWCD staff and Board members
- USDA Natural Resources Conservation Service staff
- Oregon Department of Agriculture staff
- Oregon Association of Conservation Districts staff
- Special Districts Association of Oregon staff
- Local, regional, state and federal government agency staff
- Watershed councils
- Non-profit groups
- Citizen/community groups
- Individual citizens

SECTION 6: SUPERVISION AND PERFORMANCE REVIEW

Supervision: This position serves under the shared supervision of the District Manager. The person in the position will also interact regularly with the program staff, and will take direction from the HSWCD DM and the

NRCS DC as appropriate. Cooperation and coordination of activities with the HSWCD Board and staff is expected.

Performance Review: The position will include a six-month probationary period. A performance review will be given after six months from date of hire and every June thereafter. The performance review will be conducted by the District Manager and may include input from other HSWCD staff. In accordance with the HSWCD Personnel Policies and Procedures Manual, reviews may be conducted with input obtained from others who have been working with the employee. Any future pay increases will be based on annual performance reviews and program funding. HSWCD is an at-will employer.

**SECTION 7: APPLICATION INFORMATION**

- Not applicable

*The Harney Soil and Water Conservation District (HSWCD) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisals, or because all or part of an individual's income is derived from any public assistance program. HSWCD is an equal opportunity provider and employer. Persons with disabilities who require alternative means for communication or program information (Braille, large print, audiotape, etc.) should contact the HSWCD Office at 541-573-5010.*