

**Sherman County Soil and Water Conservation District
Sherman County Area Watershed Council**

JOB DESCRIPTION

Position Title: Office Assistant
Work Location: Moro, Oregon
FLSA Status: Non-exempt
Reports To: District Manager
Status: Part-Time or Full-Time Option
Compensation: \$37,696-\$40,210 Depending on Experience

Position Summary

The Sherman County SWCD is looking for a hardworking, motivated individual to join our staff. This position has the opportunity to be either part or full time. The Office Assistant will assist the District Manager in duties to help ensure the accurate and efficient operation of the office. They will help in executing day to day management, outreach, education and administrative tasks for the Sherman County SWCD and Sherman County Area Watershed Council.

Benefits

Medical/dental/vision benefits will be provided at a rate designated annually by the SWCD board of directors. Sick leave and annual leave will be accrued each month. Eleven paid holidays. Benefits begin after the probationary period is completed. Retirement benefits begin after one year of employment.

Essential Functions / Major Duties

1. Assist in Coordinating and Administering Conservation Projects and Data
 - a. Support the SWCD and Council as it implements watershed programs
 - b. Create and maintain filing systems, both electronic and physical
 - c. Manage/organize grant documents.
 - d. Maintain office supply inventory
2. Coordinate and administer Sherman County local County Cost Share program
 - a. Organize County Cost Share grant program
 - b. Work with applicants to put together project applications
 - c. Prepare contracts
 - d. Promote the SWCD's grant programs
3. Provide Public Outreach and Education
 - a. Participate in educational opportunities, including workshops, tours, youth activities as a district representative
 - b. Help maintain SWCD and Council website and Facebook page
 - c. Assist the District in the administration of their Watershed Education Grant
 - d. Assist with fair booth and District/WC displays as needed

Secondary Functions

1. Manage accounts and perform bookkeeping
2. Represent the Sherman County SWCD and/or Sherman County Area Watershed Councils at local meetings
3. Provide Farm Bill Program Support to NRCS

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4. Develop and maintain landowner and agency contacts
5. Provide technical support for projects and inspection of practices, according to NRCS guidelines.
6. Other duties as assigned.

Specific Job Skills

Required Job Skills:

1. Problem-solving skills with diverse groups of people
2. Computer proficiency, in particular, with Microsoft Office Suite
3. Ability to perform the listed duties both as a team player and independently
4. Advanced written and oral communication skills in English
5. Ability to establish work priorities and manage time effectively
6. Valid driver's license

Desired Job Skills:

1. Grant writing and management
2. Knowledge of roles of Watershed Councils, SWCDs, and agencies in watershed activities
3. Background or training in agricultural, including range and cropland
4. Position may entail Office Assistant to perform some of the same duties as a Conservation Technician (field work, technical advice/designing/construction of projects etc.)

Demands / Complexity

- The Office Assistant will assist in all aspects of the day to day events at the SWCD and Watershed Council.
- Duties may be carried out in a wide diversity of settings, including the SWCD office, public locations, and field visits to private lands. A district vehicle will usually be available for approved travel.
- The Office Assistant must be able to work independently, in a diverse work environment with minimal supervision, including prioritizing daily work tasks, scheduling field work and meetings. The program assistant is responsible for documenting their own time for reporting purposes.
- This position works with public employees at all levels both within and outside the Soil and Water Conservation Districts, other government agencies, federal, state and local officials and the public.

Supervisory Responsibility

The position is supervised by the SWCD District Manager. It will not have any supervisory roles.

Education / Experience

High school diploma, with experience/knowledge of farming and ranching practices. College degree or equal job experience preferred

Additional Information

Salary increases are subject to funding availability, job performance and determined by the District Manager and SWCD Board. We follow the Federal General Schedule (GS) pay scale.

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MAIL, EMAIL OR DELIVER YOUR COMPLETED APPLICATION MATERIALS
TO:

Sherman County SWCD
PO Box 405
Moro, OR 97039
Telephone: (541) 705-5070
Email: amanda.whitman@or.nacdnet.net

COVER LETTER AND RESUME ARE DUE BY MAIL, EMAIL OR IN PERSON TO
SHERMAN COUNTY SOIL AND WATER CONSERVATION DISTRICT

Incomplete applications will not be considered.

Sherman County Soil and Water Conservation District does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Sherman County SWCD is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.

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