

UPPER ELKHORN NRD JOB DESCRIPTION
FOR
ADMINISTRATIVE ASSISTANT/SECRETARY

SUPERVISOR:

- The position is an employee of the Upper Elkhorn Natural Resources District and is responsible to and under the supervision of the General Manager and Board of Directors. In addition, other duties may be assigned at the discretion of the General Manager or UENRD Board of Directors. This position will work with all cooperating agencies, organizations, associations and general public in carrying out the functions of the NRD.

EMPLOYMENT STATUS

- A full time or regular part time position working at the Natural Resources District office in O'Neill. Normal working hours will be from 8 AM to 5 PM Monday through Friday with a one- (1) hour period for lunch. Adjustments in working hours may be allowed, however normal weekly work time should not exceed forty (40) hours. Overtime, Annual Leave, Sick Leave, Holidays, and other benefits will be granted in accordance with the NRD's personnel policy.

POSITION LOCATION:

- Upper Elkhorn NRD office in O'Neill, Nebraska.

SALARY:

- Salary or hourly wage will be set on per year basis by the District's Board of Directors. Salary adjustments will be made on a periodic basis at the discretion of the board, usually near the beginning of the NRD's fiscal year.

BENEFITS:

- The Administrative Secretary is eligible for all benefits allowed full or regular part-time employees. Sick and annual leave will be awarded in accordance with the NRD's personnel policy.

SPECIFIC DUTIES:

- Organizes a bookkeeping system comparable to those of all NRD's along the guidelines prescribed by the Nebraska Natural Resources Commission, including separate accounts for special funds or projects. If this system is in place, follow it and make any changes in the system at the suggestion of the District Auditor.
- Maintain complete financial records for the NRD, including making deposits, payment of bills, and sending statements for work performed by the NRD.
- Organizes and keeps an updated filing system.
- Keeps records of employees annual and sick leave and computes Federal, State and FICA taxes and any other deductions for payroll purposes.
- Keeps accurate records of all sales tax collected and remits it to proper agency.
- Prepares a list of pending bills prior to the meeting and meets with the Legislative, Budget and Finance Committee to go over the bills. Prepares Monthly Treasurers report that includes a listing of bills paid, accounts receivable and quarterly financial report.

- Keeps an account of any State, Federal, and local funds that pass through the District.
- Duties will include working with the NRD filing and record keeping system. Responsibilities will include maintaining records for travel, time sheets, supplies and inventories. Filing will be done in accordance with NRD prescribed method, completed in a timely manner and with files updated as necessary.
- Provides for advertisement of regular meeting dates in papers within the NRD, as prescribed by law.
- Assists in preparing and sending to the Board of Directors the Agenda and Minutes of the Meetings. Maintains an official copy of all proceedings.
- Duties will include monitoring and processing applications, contracts and other forms related to the local, state and federal cost share programs. The programs include, but may not be limited to: The local NRD costshare funds, Nebraska Soil and Water Conservation Program (NSWCP) and the Pheasants Forever Program. The Administrative Secretary will communicate with program cooperators as well as staff persons of the agencies involved with the program.
- Meets with the Nebraska Game and Parks Commission representative in January to go over all Wildlife Habitat contracts. Pays all approved contracts on March 1st.
- Provides general supervision and direction to other clerical employees of the District, as directed by the District Manager.
- Works to develop an overall knowledge of the NRD and its primary operations and to become familiar with other resource-oriented programs and agencies in order to have a working knowledge of all public resource conservation programs.
- Takes orders for trees, grass seed and other District services, which come through the office.
- Will maintain tree inventory and update NRD staff and NRCS of availability of trees.
- Assumes any other duties, as assigned by the District Manager and/or the Board of Directors in a timely and satisfactory manner.

GENERAL RESPONSIBILITIES:

- The Administrative Secretary is responsible for receiving patrons of the Natural Resources District both as they enter the office and when calling on the telephone. Duties will include providing patrons with the necessary assistance or directing them to the proper staff person.
- The Administrative Secretary is expected to handle the day to day typing and related secretarial duties.
- The Administrative Secretary is responsible for assisting NRD staff with carrying out duties of that office. Duties will generally include secretarial and clerical responsibilities. This position requires knowledge of NRD, NRCS and FSA programs. Many of the Administrative Secretary duties will revolve around the Local Conservation Programs, Nebraska Soil and Water Conservation Program, and Federal Conservation Programs. The Administrative Secretary will work with several federal agencies as well as the NRD staff. Duties will also include working with the public both as they enter the office and over the telephone.

- Duties will include handling incoming and outgoing mail. The Administrative Secretary will open and distribute mail and similar material to the proper NRD staff person as well as providing cooperating agencies with any appropriate material.
- The Administrative Secretary from time to time may be required to attend and report NRD Board Meeting minutes.
- Order office supplies and materials as needed and as approved by the General Manager.
- Takes proper care of all office and field equipment and assists in maintaining an attractive and safe office environment.

ELIGIBILITY REQUIREMENTS:

- Education: Will accept work experience in lieu of continued education. However, a BS or Associate Degree from an accredited college or University in Office Technology, Accounting or Business Administration could be beneficial.
- Experience: It would be beneficial to have at least two years of satisfactory employment with an agency, consulting firm, or organization involved with conservation and/or water resources management.
- Must be able to be bondable for insurance purposes.

DESIRABLE CHARACTERISTICS:

- Individual skills and characteristics to be considered should include but not be limited to:
 - a. Ability to meet and work with people.
 - b. Desire to bring about actual accomplishments as quickly as possible.
 - c. Good health, enthusiasm and desire to continually improve in all areas of the job.

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