



VACANCY ANNOUNCEMENT FOR ADMINISTRATIVE ASSISTANT

Since 1960, formally known as the Elk Creek Soil Conservation District, the Glenn County Resource Conservation District (RCD) has engaged farmers, ranchers and the community in protecting our resources through a variety of educational and outreach programs. The RCD is organized under the California Public Resources Code, Division 9, a Special District of the State, and is led by a seven-member, volunteer Board of Directors appointed by the Glenn County Board of Supervisors. The RCD is a dynamic not-for-profit entity, with staff who implements the Board of Director's Annual Plan and Long Range Plan to address resource concerns and opportunities within the County. The RCD's Mission is *"To promote a sustainable, economically healthy county through services and management of natural resources while maintaining a desirable environment and addressing local resource issues and opportunities in a timely manner"*. To achieve this mission, the RCD has a variety of projects through grants, contracts and special enterprise projects. The RCD works closely with private landowners and land managers, the community, local, state and federal agencies, and is partnership focused.

The RCD is currently accepting applications for the position of Administrative Assistant who will work directly with the Executive Officer. The position will be a Non-Exempt temporary, part-time position which is contingent upon available funding. The position may be for approximately 24 hours per week, with opportunity to become 40 hours per week. Benefits may include vacation, sick leave, holidays, and bereavement leave.

This position will be based at the USDA Service Center, 132 North Enright Avenue, Suite C in Willows, California 95988.

GENERAL JOB DESCRIPTION:

The Administrative Assistant is the assistant to the RCD, reporting to the Executive Officer, and is responsible for assisting in the RCD's business consistent with the strategic plan, goals and objectives, and policies and procedures of the RCD. The position requires an ability to work as part of a team as well as independently to complete duties. The Administrative Assistant must have the ability to work flexibly within a set of wide-ranging and often changeable tasks.

QUALIFYING SKILLS:

- Associate degree, preferably in Business or Accounting, or equivalent education and experience.
- Demonstrated knowledge and experience in bookkeeping and financial record keeping.
- Knowledge and experience working with computers. Ability to type and use Microsoft Office programs, including Word, Excel, Access, Publisher, and other programs such as QuickBooks.
- Knowledge and experience using standard office equipment, including copier, fax, phone system, and special equipment to produce documents.
- Strong verbal and written communication skills.
- Ability to develop and proof reports, correspondence and other written materials.
- Organized and detailed oriented.

- Strong ability to interpret and follow rules and regulations.
- Ability to lift up to 40 pounds.
- Valid CA State driver's license and proof of insurance.

DUTIES:

1. Assist with monthly Board meetings and Standing Committee meetings as needed, including preparing agenda packets, taking meeting minutes and complying with all Brown Act rules and regulations.
2. Assist with grant proposal development and preparation.
3. Assist with the annual budget, revenue and expense reporting, financial forecasts, audits, or any other information related to financial record keeping.
4. Ensure that statutes and government rules and regulations pertaining to or affecting RCD operations are followed.
5. Assist with the RCD's educational activities, including production of materials (newsletters, pamphlets, etc.) and special events.
6. Prepare press releases to promote RCD projects and activities.
7. Assist in all aspects of the RCD's office operations. This includes processing mail, filing, record keeping, office equipment inventory, data entry and any other administrative activities pertaining to the operation of the RCD.
8. Other duties as assigned by the Executive Officer.

WAGE: \$16.00 to \$20.00 per hour, depending upon experience and education.

APPLICATION PROCESS: Send cover letter, resume and a list of at least three work references to:

Glenn County Resource Conservation District
Attn: Kandi Manhart, Executive Officer
132 North Enright Avenue, Suite C
Willows, CA 95988

PHONE: (530) 934-4601 x5

EMAIL: kandi@glenncountyrcd.org

WEBSITE: www.glenncountyrcd.org

APPLICATIONS DUE BY 4:00 PM, June 23, 2017.

For further information or questions please contact Kandi Manhart, Executive Officer.