



G L E N N C O U N T Y

RESOURCE CONSERVATION DISTRICT

The Glenn County Resource Conservation District (RCD) is seeking an **Office Administrator** who is detail-oriented and has a passion for precision to add to our growing team. You will oversee specialized tasks confidently and competently, ensuring our efficiency and helping us maintain compliance with the many grant-funded programs we run.

WHAT YOU'LL GIVE:

Administrative Ownership: As our collaborative and supportive Office Administrator, you will lead the smooth operation of our organization's administrative functions. Your patient and detail-oriented approach will shine. Your thorough nature will be invaluable in ensuring that all procedures adhere to regulatory requirements. Over time, you will grow in your role to manage many aspects of RCD office operations.

Supportive Approach: Your strong sense of responsibility and desire to be responsive to the needs of others will be essential in maintaining our office's stability and functionality. You have above-average attention to detail, concern for the exact correctness of work, and a strong commitment to tasks completed on time. You can remain flexible and navigate sudden requests and unforeseen detours with ease. You are comfortable completing a set of wide-ranging and often changeable tasks with training and supportive direction.

WHAT YOU'LL GET:

1. Compensation starting at \$28/hr up to \$38/hr depending on qualifications and experience or as grant agreement funding allows.
2. Benefits include paid holiday and sick days upon hire for full-time employees (13 paid holiday days per year, 10 sick days per year, 5 vacation days (year 1), 13 vacation days (years 2-3) and so forth).
3. Current policy provides a \$400 per month Health and Welfare Benefits stipend for qualified, full-time employees (must have and maintain personal health insurance and provide verification of coverage when requested).
4. Pending policy provides a Retirement option.
5. \$50 per month optional Wireless Device Usage stipend.
6. Other leaves, such as bereavement or statutorily protected leaves provided in accordance with US and CA laws.

MINIMUM QUALIFICATIONS:

1. Ability to work primarily in an office environment, operate a computer/keyboard/phone, review and edit professional documents.
2. Excellent time management, interpersonal, verbal/written communication, and organizational skills.
3. Represent the RCD, its partners, and funders, in a positive and professional manner.
4. Strong proficiency in Microsoft Office, particularly Word and Excel, is required.
5. Ability to work flex hours occasionally to accommodate weekend and evening meetings and events including attendance at our annual 4-day conference.
6. Possess a valid CA driver's license and have current proof of insurance.
7. Ability to lift up to 40 pounds.

IDEAL QUALIFICATIONS:

1. Bachelor's degree is preferred in agriculture business, general business or related field that prepares you to meet essential job functions.
2. Familiar with Sacramento Valley agriculture.
3. Strong project management skills, including the ability to work with frequent interruptions and manage multiple priorities.
4. Strong work ethic and experience in business administration.
5. Quickbooks experience.
6. Strong desire to pursue a long-term rewarding career with the Glenn County RCD!

HOW TO APPLY:

If you're someone who thrives in a faster-than-average pace and detail-oriented environment, who values patience and conscientious work, and who is eager to make a meaningful impact, then we invite you to apply. Complete and send via mail or email: a cover letter (**must** include the desired # of hours per week), resume, and 3 work references to Kandi Manhart-Belding, Executive Officer.

Mailing Address:

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

Email: kandi@glenncountyrcd.org

Open until filled.

The selection process may consist of but is not limited to an evaluation of the applicant's qualifications and one or more interviews. Special writing assignments, computer skill tests, mock grant applications or something similar may be included as part of the interview process. Any part of the selection process, including a decision to hire, may be modified or canceled to meet the needs of the Glenn County RCD. A successful candidate who receives a conditional job offer may be subject to a standard background check for disqualifying criminal convictions.

The Glenn County RCD is an equal opportunity provider. It prohibits discrimination in all its programs and activities on the basis of race, color, national origin, ethnicity, age, physical, mental, or cognitive disability, pregnancy or childbirth, reproductive health decisions, sex, marital or domestic partner status, religion, sexual orientation, gender identity and expression, genetic information, political beliefs or activities, military service or veteran status, reprisal, or because all or part of an individual's income is derived from any public assistance program.

The Glenn County RCD evaluates requests for reasonable accommodations in both the pre-employment process and to perform the essential functions of the job. Applicants who require a reasonable accommodation in the pre-employment process should notify the following individual and provide information on the accommodation being requested: kandi@glenncountyrcd.org.

Applicants that do not submit ALL 3 items (cover letter, resume, references) will not qualify nor advance to the next step in the process of filling the position. RCD reserves the right to not respond or review incomplete applications.