



## ***Administrative Assistant***

*1 FTE, full-time permanent*

*\$35,000 – \$38,000 DOQ -*

*and competitive benefit package*

**Application Deadline: June 7, 2019**

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**Thurston Conservation District is looking for an experienced self-starter who is dynamic, energetic, highly organized creative thinker with an interest in natural resources conservation and agricultural viability. The successful applicant must have a strong work ethic to become part of a cohesive team of passionate individuals in a fast-paced, hands-on and rewarding work environment.**

### **POSITION DESCRIPTION:**

This position is the face of Thurston Conservation District and works from the main front desk in the Office. The Administrative Assistant works directly with the Executive Director, the Board of Supervisors, and provides support to the entire staff of TCD. This position is responsible for maintaining appointment calendars and scheduling meetings; publishing and storing official documents; greeting and directing visitors; answering telephone calls and providing assistance; processing and distributing incoming and outgoing mail; coordinating travel arrangements; logging cash receipts; and maintaining the telephone system.

This position provides support for monthly Board of Supervisor meetings by coordinating the preparation and distribution of agenda, meeting material packets, coordinating meeting refreshments and room set-up, attending monthly board meetings, and preparing monthly board meeting minutes.

The Administrative Assistant develops and maintains the organization and inventory of files, library, storage and other materials and resources, including the central printing and office supply area. This position coordinates building and office operations including janitorial services, vehicle leases and maintenance, and bulletin boards. This position maintains office equipment including the copy, postage, fax machines and central printers. In coordination with Outreach and Education Staff, this position maintains a professional and welcoming public space within the office and maintains current public notices and updates on the District's website and other media outlets.

This position is responsible for the coordination of the District Equipment Rental Program. This includes coordinating the equipment maintenance, reservations and equipment check-outs and returns. In addition, this position is responsible for assisting landowners in loading and unloading equipment.

This position description represents a general outline of the job duties, essential functions and minimum qualifications and is not intended to be comprehensive in nature. Eligibility for this position is contingent upon the individual's ability to perform the essential functions with or without reasonable accommodation. This position requires frequent sitting, standing, lifting up to 50 lbs., occasional travel and periodic evening and weekend work.

### **PRINCIPAL RESPONSIBILITIES:**

- Provide professional and timely customer service to members of the public in person, on the phone, and via email.

- Assist District Administrative Staff in preparing and posting materials for monthly Board of Supervisors meetings. Includes compiling and posting meeting packets, posting press releases, and other preparatory work as directed.
- Attend monthly Board of Supervisors meetings and work sessions. Take minutes during meetings and prepare minutes for Board approval.
- Assist District Administrative Staff in compiling regular reports and fulfilling public records request. Maintains District's public records request database.
- Create and maintain filing and archival systems for Districts electronic and physical files.
- Maintain and negotiate contracts for office services like equipment maintenance and the janitorial service.
- Manage office inventory and stocking of office supplies. Facilitates the regular office supply ordering.
- Maintain the District's Equipment Rental program including the maintenance, reservation, and pickup/drop off of Drop Spreader, Manure Spreader, Spin Spreader, Poultry Processing Equipment, weed wrenches, and hand tools.
- Build relationships with a wide range of public and elected officials, farmers and landowners.

*The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the District as the needs of the District and requirements of the job change.*

#### **MINIMUM QUALIFICATIONS:**

Experience is a key requisite for this position. A minimum of an Associates degree in Business Administration or related field; or, high school diploma with a minimum of three (3) years' experience as an administrative assistant, office manager, or management secretary is required. We're looking for someone with a positive, friendly, and professional attitude who is excited to work with and assist our team and interact with all members of our community.

- Knowledge and skills in office administration and organization.
- Has a high standard or organization- maintains an organized and professional workspace.
- Has the ability to create organizational systems throughout our office.
- Proficient in Microsoft Office suite software (Word, Excel, Publisher, PowerPoint, Outlook).
- Demonstrated skills and ability in interpersonal communications with proven ability to work effectively with a wide range of individuals.
- Demonstrated ability to work effectively in a team environment.
- Ability to work with sensitive and protected information.
- Experience taking formal meeting minutes, preferably for a public entity.
- Ability to act independently in daily office operations.
- Ability to effectively manage multiple projects and work activities with minimum supervision.

#### **ADDITIONAL PREFERRED QUALIFICATIONS:**

- Familiarity with WordPress hosted websites.
- Experience with data tracking and database management.
- Knowledge of or interest in farming, gardening, or natural resources.

#### **SCHEDULE & WORKING CONDITIONS:**

This position is full-time, permanent non-exempt. Work will be performed in an office setting between 8am and 4:30pm, Monday-Friday. Local and out-of-town travel, occasional evening and weekend hours are possible.

**COMPENSATION AND BENEFITS:**

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The Thurston Conservation District observes eleven (11) paid holidays (including one personal holiday). Employees also accrue sick and vacation leave. Thurston CD employees participate in [Public Employees Retirement System \(PERS\)](#). Staff also has access to an additional voluntary retirement savings programs within the State of Washington's Department of Retirement Systems – [Deferred Compensation Program \(DCP\)](#). The district offers medical, dental, vision and life insurance coverage at no cost to full time employees. Additional voluntary supplemental insurance opportunities are also available. Regular professional development opportunities are strongly encouraged and supported. This position is represented by the Washington Federation of State Employees, AFSCME Council 28.

**TO APPLY:**

Please submit:

1. Resume
2. Cover letter
3. Three (3) professional references

Be sure to describe your interest and unique qualifications for the position and the skills that you bring to our entire conservation district team. Your cover letter is not to exceed two pages. Letters of recommendation may be included. Applications will be reviewed upon receipt and interviews may begin prior to the application deadline.

**Thurston Conservation District is an Equal Opportunity Employer.** Please let us know if you need any accommodation to participate in the application process.

Send electronically (*please no paper copies*) to: [\*\*job-applications@thurstoncd.com\*\*](mailto:job-applications@thurstoncd.com)

Please include: **Administrative Assistant – YOUR NAME** in the subject line.

**We sincerely thank you for your interest in joining the work we do at Thurston Conservation District!**