



Wheeler Soil and Water Conservation District

40535 Highway 19, Fossil, OR 97830
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Employment Advertisement

Wheeler Soil and Water Conservation District is accepting applications.

Position: Office Assistant. Position is responsible for the assisting all other staff with various tasks that could include: projects and conservation programs; daily operations; financial reporting; budgets, funding proposals and grant applications; and working with other agencies and landowners.

Opens October 28, 2022 and closes when position is filled.

Qualifications: Associate's degree in business, agriculture, natural resources or related field or 3 years equivalent experience preferred; ability to work independently and as a team; excellent interpersonal, computer and communication skills; and familiarity with conservation. Must possess a valid driver's license and clean driving record.

Salary: \$28,000-\$40,000 DOE, with benefits. Non-exempt, full-time position

To apply, please submit resume with cover letter via hand-delivery, mail, or email. Three letters of reference are required to be submitted direct from referrer. Incomplete applications will not be considered. Please submit application documents to Wheeler SWCD, 40535 Hwy 19, Fossil, Oregon 97830 or administration@wheelerswcd.org.

A full job description is available on the Wheeler SWCD website, www.wheelerswcd.org or by contacting the District office, currently open Monday-Thursday, 6am-4pm.

Wheeler SWCD is an equal opportunity employer. If reasonable accommodations or assistance is needed, please call 541.468.2990.

Wheeler Soil and Water Conservation District

Position Description

Office Assistant

General Summary

Serves as Office Assistant for the Wheeler Soil and Water Conservation District near Fossil, OR. The Office Assistant position is responsible for assisting with both administrative tasks and conservation programs. This position exists to ensure that adequate support is provided to all other positions in providing technical, financial, and educational resources are obtained, focused, and coordinated to meet the conservation needs of local land users. The position responsibilities may include, but is not limited to secretarial/clerical assignments, grant applications and reporting, field work, and attending meetings. This position may also receive assignments independent of the Office Assistant position. This position will perform in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes. This job entails continually improving the District's ability and efficiency in assisting Wheeler County residents and landowners implement conservation on-the-ground in voluntary, incentive-based programs.

Supervision Received

The Office Assistant reports to the District Manager and the Board of Directors. Work is accomplished independently with technical guidance available from resource manuals and agency specialists. This position may act on behalf of the District Manager and the District Board of Directors, within the authority delegated by the Board and this description, and is governed by the policies of the District. The District Manager and the Board Personnel Committee conducts the performance evaluation for this position.

Classification, Compensation, Benefits

Non-exempt Full Time, 1.0 FTE, 40 hours per week, at will position. Salary range will be \$28,000 to \$40,000 annually, dependent on experience. Eligibility for benefits will generally take place per District policy. In addition to paid federal holidays, worker's compensation, and unemployment insurance, the Wheeler SWCD provides annual leave, sick leave, travel allowance, health insurance stipend, and retirement.

Probationary Period

The probationary period for this position is six calendar months. The probationary period may be extended by the Board of Directors. Performance will be measured against duties set forth in this job description and the district's annual work plan, and the manner in which they are performed (quantity and quality of work) at six months and twelve months from date of hire. This position will be evaluated for performance and salary adjustment, if any, within one year. Failure to satisfactorily complete the probationary period and/or perform the duties of this position, in the sole judgment of the Board of Directors of the Wheeler SWCD, will be grounds for disciplinary action and/or immediate dismissal.

Qualifications

- Associate's degree with major course work in management, business, finance, or a related discipline is required, **or** three years equivalent work experience is preferred. An agricultural background and familiarity with ranching operations and conservation is preferred, but not necessary.
- Experience in government business operations, including but not limited to audits, state and federal regulations, contracts, agreements and grants preferred.
- Experience in natural resource grant writing/management and GIS (ArcMAP) software is preferred.
- Familiarity with conservation laws including local, state and federal regulations and laws, habitat programs, along with state and federal funding mechanisms is desirable.
- Experience working with a board of directors; and an agricultural background and familiarity with ranching operations is preferred.
- Knowledge of outreach that includes developing and delivering public presentations, formal and informal education of adults and children, and coordinating public events is preferred.
- Must demonstrate the ability to work in a cooperative manner with area agricultural

operators and partners, maintain a positive attitude, and possess both personal and professional motivation.

- Excellent oral and written communication skills are required.
- Must have good computer skills and be proficient with Microsoft Office programs
- Must possess a valid Oregon driver's license, have a good insurable driving record and be able to provide own insured transportation.
- Must receive training for and be accredited for CPR and basic first aid.

Essential Position Functions

- Manage District Office
 - Incoming and outgoing mail
 - Answer and direct phone calls
 - Schedule and maintain calendar of events, meetings and appointments
 - Assist employees with their roles and responsibilities as needed
- Manage Board of Directors Administration
 - Prepare agenda and necessary packet of information provided by District Management
 - Prepare written report to directors
 - Attend all meetings held by the Board of Directors, including committee meetings and work sessions, etc.
 - Assist Board with regulatory compliance
 - Record minutes
 - Publish notices per statutory obligations
 - Facilitate meeting meals and refreshments
- Assist with District Finances
 - Data entry of financials
 - Prepare reports of provided data for presentation to the Board of Directors
 - Annually prepare District financial analysis in conjunction with annual audit or financial review
- Assist with District Operations
 - Keep a daily log of activities
 - Schedule staff and safety meetings
 - Gathering data for insurance policies
 - Maintaining District memberships and subscriptions
 - Maintain project management spreadsheets
 - IT assistance and coordination of resources
 - Prepare/Review Publications
 - Maintain District's website and social media accounts
 - Coordinate with staff to develop quarterly newsletters
 - Coordinate with staff to provide District presence at community events
 - Fill-in for other employees during absences
- Assist with District Contracts
 - Review drafted contracts
 - Work with funders and project manager to develop bid solicitations and communications, agreements, contracts, work statements, project budgets, and reporting formats
 - Closely track project progress, financial status, due dates, and deliverables
 - Take action as necessary to ensure projects are completed on-time and within budget with all deliverables met
 - Maintain physical and electronic project documentation
 - Capacity and operation grants
 - Participate in partner coordination meetings and groups
- Assist with Conservation Programs
 - Assist with technical assistance for individual programs and respective projects to attain private landowner participation in agency programs and other natural resource improvement projects in Wheeler County.
 - Project activities with partner agencies and project implementation, which includes fieldwork.

- Communicate with federal, state, and local agency personnel involved in similar work to coordinate projects and avoid duplication.
- Participate in sub-basin plan reviews and updates as assigned by District Manager.
- Submit all required documentation for maintenance of producer and/or project files, document progress in developing riparian buffer plans, map program and project activity sites on GPS and ArcMAP Software, and as appropriate, enter progress activity in USDA reporting systems.
- Complete reports in accordance with grant program requirements and in preparation of the District Annual Plan.
- Conduct vegetation inventory monitoring with approved assessment protocols.
- Weed management duties by may:
 - Be required to obtain Weed Applicator License.
 - Work with landowners to advise, develop and implement noxious weed treatment and restoration plans, monitor weed sites, and manage inventory/treatment data.
 - Develop and maintain database of inventory information from field inventory work and other weed inventory information acquired from other agencies.
 - Conduct biocontrol and other methods of onsite control.
- Assist with annual meeting, fair booth and other district displays.
- Participate in meetings with District Directors, employees, and other agency staff to coordinate work and prioritize where assistance will be provided.
- Ensure that the District meets its statutory obligations under ORS 568 to prepare long range and annual work plans and hold annual meeting with presentation of annual report and audit.
- Ensure that the District meets its statutory obligations under ORS 192 pertaining to public meetings.
- Ensure that the District adheres to all employer/employee laws and regulations.
- Any other duty determined necessary by the Wheeler Soil & Water Conservation District or District Manager.

Job Conditions

- This position works both in the field and in the office. Fieldwork will include working in and around such locations as farms, rivers, streams and ponds; properties with dense vegetation; and other areas with steep, slippery, muddy, rocky and potentially hazardous terrain. Appropriate attire shall be worn for these occasions. In addition, field work will include working at schools, fairs, and other venues providing educational services. Office work requires regular use of computers, including sitting and keyboarding for extended periods of time, as well as prolonged sitting or standing at meetings.
- This position requires travel to conferences, workshops, training sessions, and daytime and evening meetings outside the office. Travel for training may be outside the normal workday and may be as long as one week.
- In order to carry out these assigned duties, a valid Oregon driver's license is required. Although the District has a vehicle, occasional use of the employee's own vehicle may be necessary. Personal vehicle mileage will be reimbursed at the state's established mileage rate.
- The position shall perform all duties in a prudent and sensible manner, following established safety protocols. Employees may be required to use an ATV/UTV to reach project sites. Employees must take an ATV/UTV safety training course before operating any district owned ATV/UTV. Employees are required to obtain CPR/First Aid training.