

Position Description - Union County and Fayette County, Indiana

POSITION: Office Administrator/Coordinator for the Union and Fayette Soil & Water Conservation Districts (SWCD)

LOCATION: Fayette/ Union USDA Service Center, Connersville , IN.

WORK SCHEDULE: Sixteen hour work week for Union and twelve hours for Fayette(28 total hours). Hours and days subject to SWCD Board approval.

STATUS: Part time hourly county position with Union County SWCD and contract hourly position with Fayette County SWCD

Application deadline: June 25, 2021 or until position is filled

Incumbent serves as Office Administrator/Coordinator for the both Union and Fayette Soil and Water Conservation Districts (SWCD), responsible for performing various administrative, financial, educational, secretarial and bookkeeping tasks for departmental programs and services. To perform successfully for this position, a candidate must be able to perform each duty and function of the position satisfactorily.

DUTIES INCLUDE :

- Promote on-going SWCD activities (Soil Stewardship Week, field days, County fair displays, Ag Days and Envirothon, both Annual SWCD meetings).
- Edit, type and distribute quarterly SWCD Newsletters, or equivalent. Prepares presentations for the public and news releases for the media.
- Serve as Secretary/Treasurer to the SWCD Boards and attend monthly SWCD Board meetings.
- Keep accurate records of the time spent for work performed for either the Union SWCD or the Fayette SWCD.
- Serve as fiscal officer for both Union and Fayette County, receiving and disbursing funds and ensuring accuracy of accounts.
- Maintain current knowledge of duties and information pertaining to SWCD and current requirements.
- Other duties may be assigned as needed.
- Maintains and prepares monthly and annual financial records according to State laws.

JOB REQUIREMENTS INCLUDE :

- Minimum requirement High school diploma or GED. Preferred bachelor's degree. Background in Agriculture/Natural Resources helpful.
- Working knowledge of standard office operations including ability to properly operate standard office equipment, such as computer, calculator, fax machine, copier and telephone. Procedures and familiarity with Microsoft Word, Excel, PowerPoint, Publisher, social media, and website management.
- Knowledge of Union and Fayette Co. SWCD functions and policies, or willingness to learn
- Knowledge of area conservation practices, or willingness to learn.
- Ability to work alone with minimum supervision and with others in a team environment.
- Ability to occasionally work extended, evening, and/or weekend hours and travel out of town for meetings, workshops or conferences, sometimes overnight, with compensation.
- Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare correspondence and detailed written reports and duties as required.
- Knowledge of standard filing systems and ability to maintain them.
- Ability to effectively communicate with board members, office staff and the community.
- Possession of a valid Indiana driver's license and demonstrated safe driving record.
- Pass a local and federal background check.

PHYSICAL EFFORT AND WORK ENVIRONMENT: Incumbent performs duties in a standard office environment, involving sitting and walking at will, sitting for long periods, standing/walking for long periods, lifting/carrying under 25 pounds, reaching, handling/grasping objects, far and close vision, keyboarding, and hearing sounds/communication.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes / No

Applicant/Employee _____

Print or Type Name

Date: _____

Contact: Dave Caldwell - 765-541-1287 or Dana Risch - 765-580-0354

Preferred: Email Cover letter, Resume, and References to:

davec795@gmail.com

or

Dana.s.risch@gmail.com

You may also mail/drop-off to:

**Fayette and Union Counties SWCDs
2590 North Park Road
Connersville, IN 47331**