

# **POSITION VACANCY**

**APPLICATIONS FROM IN-HOUSE APPLICANTS WILL BE ACCEPTED BEGINNING OCTOBER 7, 2022 THROUGH OCTOBER 11, 2022.**

**APPLICATIONS FROM THE GENERAL PUBLIC WILL BE ACCEPTED BEGINNING OCTOBER 12, 2022 OR *UNTIL POSITION IS FILLED.***

**JOB TITLE: District Coordinator/Treasurer, #10861**

**Date Posted: October 7, 2022**

**Department: Soil and Water**

**Hours: 40 hrs.**

**Salary: \$18.01/hr.**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as District Coordinator-Treasurer for the Soil & Water Conservation District (SWCD), responsible for organizing and managing daily operations of the department.

## **DUTIES:**

Assists District Conservationist with Natural Resource Conservation Service (NRCS) duties, including maintaining manuals, handbooks, technical reference files, and NRCS files.

Answers telephone and assists office visitors, including responding to inquiries, taking messages, and/or directing calls to appropriate department or individual.

Serves as District Treasurer for Wayne County SWCD, compiling data and preparing financial statements for board meetings, preparing and submitting annual financial report as required by the State Board of Accounts, preparing claim forms and/or bills for authorization and payment, posting accounts payable and receivable in computer, preparing employee payroll voucher, submitting payroll report to Auditor's Office, preparing and submitting annual sales tax report, and making sales tax payments as required by Indiana Department of Revenue.

Attends annual meetings with County Commissioners and Council on financial matters, preparing budget requests and related information, as necessary.

Assists with promoting district activities in the media, including preparing informational packets, photographs, and displays, and writing and distributing news releases to local newspapers and radio stations.

Assists with promoting and implementing conservation workshops, educational programs, contests, tours, field days, and other special events, including coordinating and scheduling speakers.

Performs various clerical and/or secretarial duties, including maintaining records, composing correspondence, preparing, and editing reports and newsletters. Serves as recording secretary for SWCD Board meetings, including scheduling and coordinating meetings, preparing, and distributing meeting agenda and minutes.

Plans and coordinates annual meeting/banquet, including arranging caterer, guest speaker, ordering awards, preparing Annual Report, and providing information to Indiana State Department of Ag (ISDA) per annual reporting requirements.

Maintains office inventory, ordering supplies and services as needed.

Updates and assists in maintaining SWCD website.

Serves as SWCD representative to the 319 Grant Watershed Coordinator.

Assists various committees as required.

Attends training, workshops, and conferences as required.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High School diploma or GED required. Associate Degree in business or related field preferred.

Working knowledge of standard office practices and basic computer skills, and the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of SWCD practices and natural resources/agriculture, and ability to apply such knowledge to various projects and programs.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed reports and news releases as required.

Ability to properly operate a variety of standard office equipment, including telephone, computer, calculator, copier, fax machine, postage meter, 35 mm and digital cameras, and laminator.

Ability to effectively communicate orally and in writing with co-workers, SWCD Supervisors, news media, community groups, agri-businesses, other County departments, Natural Resources Conservation Service, Farm Service Agency, Indiana Department of Natural Resources, Indiana State Department of Ag, Soil Conservation, Coop Extension, Planning, Surveyor, Auditor, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to compute/perform arithmetic operations, such as preparing financial statements, posting accounts payable/receivable, and figuring employee payroll voucher.

Ability to coordinate and compile data, make determinations, and present findings in oral or written form.

Ability to file, post, mail materials, take phone messages, and maintain accurate records.

Ability to plan and implement education programs, workshops, and special events.

Ability to understand, memorize, retain, and follow oral or written instructions.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work under time pressure and on several tasks at the same time.

Ability to apply knowledge of people and locations.

Ability to plan and layout assigned work projects.

Ability to occasionally work extended, evening, and/or weekend hours, and travel out of town for training and conferences, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent performs a variety of standard and recurring duties according to a flexible, customary routine and seasonal deadlines. Assignments are guided by broad policies and/or general objectives, with a high degree of flexibility in the job. Frequently, decisions are made which are restricted only by organization-wide policies. Incumbent refers to supervisor when interpretations of departmental policies are thought necessary. Errors in incumbent's work are primarily detected through standard bookkeeping checks or notification from other departments, agencies, or the public. Undetected errors could result in loss of time to correct error and/or loss of money to department.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, Natural Resources Conservation Service, Farm Service Agency, Indiana Department of Natural Resources, Indiana State Department of Agriculture, Soil Conservation, Coop Extension, Planning, Surveyor, Auditor, and the public for the purposes of exchanging information and ideas and rendering service.

Although the incumbent must work with indirect supervision, this position is under the direct supervision of the Wayne County Soil & Water Conservation District Board of Supervisors.

Incumbent is considered an employee of the county and is entitled to the benefits and consideration as other county employees.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs a majority of duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, keyboarding, hearing sounds/communication and speaking clearly. Incumbent occasionally works extended, evening, and/or weekend hours and occasionally travels out of town for training and conferences, sometimes overnight.

**APPLY AT:   WAYNE COUNTY GOVERNMENT  
                  HUMAN RESOURCES  
                  401 E. MAIN STREET  
                  RICHMOND, IN 47374**

Or on-line @ <http://www.co.wayne.in.us>

***WAYNE COUNTY GOVERNMENT***  
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