

Administrative Support Specialist

Job Description

Approved 6/12/24

Job Title

Administrative Support Specialist

Description of Work

The Administrative Support Specialist is an employee of the Halifax Soil and Water Conservation District and is responsible to the board of directors of that body. The employee's responsibility is to administer the policies of the district board and carry out the day-to-day functions of the district and assist in carrying out the objectives of the Strategic Plan and Annual Plan of Work of the Halifax Soil and Water Conservation District. This position is under the immediate supervision of the Conservation Specialist.

Duties

Secretarial/Administrative: Answers the telephone and greets visitors in a friendly, courteous and helpful manner; explains the programs of the District and notifies the directors and other interested parties of meetings; arranges meetings; schedules appointments; attends monthly district board meetings and takes/transcribes minutes; prepares District meeting packets for all directors, staff and guests; types District letters, memorandums, correspondence, reports, and other materials; receives, dates, sorts, and distributes mail; maintains an adequate inventory of supplies; maintains workstation and office in a neat and efficient manner; maintains inventory and maintenance agreements on all SWCD equipment and oversees service calls; enters cost-share BMP data on computer. Responsible for handling and tracking SWCD finances in QuickBooks including preparing financial reports for grant reporting, budget and SWCD meetings along with submitting quarterly reports to Virginia Department of Conservation and Recreation. Serve as the FOIA officer. Perform other duties as assigned by the Conservation Specialist.

Project Development: Assists in the preparation of administrative policies including but not limited to the Annual Plan of Work, Annual Report, Strategic Plan, Awards Banquet, etc. Assists with the preparation of conservation and education projects including but not limited to Halifax SWCD Youth Conservation Camp, Watershed Adventure Camp, Halifax SWCD Scholarship, field days and meetings involving Halifax SWCD including assisting with developing and distributing information and letters. Responsible for coordinating the scheduling, rental, billing and bill collection of the no-till drills. Handle the fees, appropriate taxes, correspondence and repair schedule generated by the drills. Assist in writing, submitting, obtaining, and administering grant programs.

Public Relations: Maintains up-to-date mailing lists for district minutes, newsletter, and news media; assists the Education and Outreach Specialist prepare news releases and news articles. Attends and participates in state/federal/private educational meetings to enhance job performance.

Technical: Assists in administering the Virginia Agricultural BMP Cost-Share Program for the SWCD. All documents and records required by the Department of Conservation and Recreation and the District are kept current and in an accurate manner.

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Employee will attend special meetings outside the District as requested by the board (i.e., area and annual meetings, trainings, etc.). Maintain daily log to report monthly activities to the board of directors. Carries out other duties not listed in this job description as need arises and assigned by the board of directors and the Conservation Specialist.

Education and Experience

Any combination of education and experience equivalent to graduation from high school and considerable experience in computer, clerical, and agricultural field work. A two-year degree from an accredited college is required; a B.S./B.A. is preferred. A degree in a discipline related to the job description or previous experience would be ideal.

Supervision and Guidance

This position is under the administrative supervision of the Halifax Soil and Water Conservation District Board of Directors but receives day-to-day supervision from the Conservation Specialist.

Knowledge, Skills, and Abilities

- Proficient computer skills include: QuickBooks, Microsoft Word, Microsoft Publisher, and Microsoft Excel.
- Have a valid driver's license.
- Basic knowledge of agriculture and conservation.
- Ability to communicate effectively both orally and in writing.
- Ability to follow instructions as well as to plan and organize work.
- Ability to accept responsibility and initiate appropriate actions.
- Ability to work with individuals, groups, organizations, and other governmental agencies.
- Ability to schedule time wisely.
- Ability to adapt to new and changing situations.
- Ability to interpret and follow applicable policies and procedures.
- Ability to take minutes.
- Ability to follow a training plan and have initiative to complete further training and education.