

POSITION ANNOUNCEMENT

NICOLLET SOIL AND WATER CONSERVATION DISTRICT

*Attn: Kevin Ostermann, District Manager
424 South Minnesota Ave.
Saint Peter, MN 56082
(507) 931-2550*

POSITION TITLE:	Administrative Assistant
DEPARTMENT:	Soil & Water Conservation District
HOURS:	Regular Full-time (40 hours per week)
STARTING SALARY RANGE:	\$18.27-\$22.38 depending on experience
LOCATION:	St. Peter, Minnesota
DURATION:	Permanent
BENEFITS:	Paid holidays, annual leave, sick leave, medical insurance and PERA
CLOSE DATE:	4:30 p.m. – September 22, 2017

GENERAL DESCRIPTION:

The Nicollet Soil and Water Conservation District is accepting applications for an Administrative Assistant. Under the supervision of the District Manager, the Assistant will perform a variety of accounting/clerical/administrative duties, as well as coordinate education/public outreach programs. This position will work directly with landowners, community staff and other units of government to implement conservation programs throughout Nicollet County.

MINIMUM QUALIFICATIONS:

- Two year degree in related field. Must have work experience with QuickBooks, Microsoft Office and Windows.
- Excellent communication, writing and organizational skills; outgoing, self-motivated, and ability to work independently as well as with other staff.
- Driver's License
- Knowledge of conservation programs and best management practices.

OR

- Any combination of education and experience that demonstrates the ability to perform the duties of the position.

ROLES AND RESPONSIBILITIES:

- Maintain financial records for the District; bank accounts, budgets and budget reports.
- Prepare agendas for meetings and prepare schedules
- Schedule and coordinate meetings, appointments and travel arrangements for managers or supervisors
- Provide education and outreach to landowners, local units of government, citizen groups and students through public meetings, field days and school events.
- Attends meetings and professionally represent the SWCD at various meetings as directed by the District Manager; assist with team member duties associated with reporting, and grant management.
- Maintain landowner files and records associated with conservation practices and ongoing projects.
- Works cooperatively with state, federal, and local agencies, boards and organizations in promoting conservation programs and accomplishing goals and objectives associated with Nicollet SWCD.
- Performs other duties of a like or similar nature as assigned.

SKILLED IN:

- Use of general office equipment such as computer, phone and email, printer, copier, fax, and software applications such QuickBooks, Microsoft Office, Windows and inventory programs.
- Ability to work effectively with other departments and branches of government for program implementation.
- Working independently with minimal direct supervision and maintaining confidentiality.
- Maintaining a safe working environment.

WORK ENVIRONMENT:

Work is performed in an office building, outdoors and at various sites throughout Nicollet County. Work is often performed independently. Position may also include exposure to outdoor conditions during field work, such as changes in temperature and humidity.

SELECTION PROCESS:

Finalists for the interview process will be determined after initial screening and assessment of qualifications provided in the materials submitted. Applications selected for the interview process will be contacted directly by the Nicollet SWCD.

**Submit resume, application and cover letter to the
Nicollet Soil & Water Conservation District
424 South Minnesota Ave. St. Peter, MN 56082
via mail, e-mail at Kevin.Ostermann@NicolletSWCD.org**

EEO (Equal Opportunity Employer) The Nicollet Soil and Water Conservation District is an EEO employer. Candidates will be considered without discrimination to race, color, religion, sex, natural origin, politics, marital status, physical handicap, age or membership or non-membership in an employee organization.