

BUTLER COUNTY JOB DESCRIPTION

Department: Butler County Conservation Board

Title: Part-Time Office Assistant

FLSA: Non – Exempt

Salary Range: \$16 - \$19 /Hour

Reports to: Executive Director

PURPOSE OF POSITION

Provides administrative support and assistance to the Conservation Board Executive Director to ensure the efficient operation of the Conservation Department. Manages and coordinates business operations with the responsibility of multiple functions, which include overseeing the Department's on-line reservation system, accounts payable, accounts receivable, monthly revenue reports, monthly expense reports and customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned as needed by the Executive Director.

Provide administrative and clerical support to the Executive Director.

Answers incoming calls and/or emails, greets visitors to the department, and responds to inquiries through email or by phone for general information. Refers informational requests to the appropriate source when needed.

Responds to requests for department facility reservation changes, such as but not limited to extending reservations, shortening reservations, changing reservation dates and/or cancellations. Assist public with making reservations when needed.

Prepare meeting notices, agendas, and minutes for the Conservation Department and Conservation Board which include but are not limited to manage agenda process, prepare draft agenda for review, and create agenda packets for distribution and post appropriately.

Prepare, in conjunction with the Executive Director, an operating budget request. Maintain the daily financial activities, accounting, researching, ordering/purchasing of supplies, staff time sheet submittals, grant writing administration, auxiliary enterprises such as shipping and receiving, postal services, and printing services.

Manage cash, checks, cash-related receipts, credit card transactions, tabulate weekly revenue from parks for deposit, as well as camping usage information.

Promote BCCB through direct advertising, distribution of brochures and other publications, special projects, or events. Works with the Department Naturalist to help schedule classes, events, or programs within the Allan and Fayette Meyer Nature Center classroom facility.

Establish and maintain an accurate file system for official documents, periodicals, reports, forms, correspondence, and minutes which may be confidential or politically sensitive in nature.

Performs regular cleaning of the Allan and Fayette Meyer Nature Center.

Assist other staff members with administrative and/or clerical functions when needed.

Performs other duties as directed or as the situation dictates.

The workweek is 20 hours. The days and hour per day of work are flexible but once decided, those days and hours will remain consistent.

Regular and reliable attendance at work reporting location is an essential function of this job.

Must live within 30 miles of the Allan and Fayette Meyer Nature Center.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Experience in business administration or related field is preferred. Must be proficient in Microsoft Office products, including word, excel, power point and outlook.

Acquire and maintain valid state of Iowa Driver's License.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PREFORM ESSENTIAL FUNCTIONS

Physical Requirements

Work involves constant activity such as walking, standing, bending, stooping, kneeling, reaching vertical and horizontal, using of fingers, hands, feet, legs and torso in providing various services and functions. Must be able to frequently lift, carry, push and pull at least 50 lbs. Work requires the ability to read and understand data and technical information from manuals, screens and other devices.

Cognitive Ability

Knowledge of or capacity to apply abilities and subject matter knowledge in resolving problems; analyze work problems effectively and supply sound judgment in their solution; ability to prepare news releases, fliers and related publications; operate visual aid equipment; sensory requirements include numerical/clerical and form perception; visual and sound perception and color perception; knowledge in using a computer on a daily routine with knowledge in operating Microsoft Office.

Language Ability and Interpersonal Communication

Must have the ability to communicate effectively in both written and oral communication with co-workers, Executive Director, Board Members and the general public. Ability to establish and maintain an effective working relationship with Conservation Board, Executive Director, co-workers and other agencies, and the general public.

Environmental Adaptability

Work is generally performed indoors in an office setting.

Butler County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and position incumbent to discuss potential accommodations with the employer.