

**ADMINISTRATIVE COORDINATOR
MISSOULA CONSERVATION DISTRICT
JOB ANNOUNCEMENT**

OVERVIEW:

Missoula Conservation District seeks one full-time employee to fill the position of Administrative Coordinator. The ideal candidate will be a qualified, enthusiastic, driven, and team-oriented individual.

The Administrative Coordinator is an essential team member who provides administrative and communications support to the Resource Conservationist and the Board of Supervisors. This position coordinates with permit applicants, grant applicants, personnel from other agencies, educational affiliates, and other business associates.

Missoula Conservation District is a political subdivision of the State of Montana, a regulatory agency, that administers the Natural Streambed and Land Preservation Act (310 Law) within Missoula County. The district also manages conservation grant and equipment programs within the county.

Duties of the position require excellent oral and written communication, sustained attention to detail, the ability to maintain up-to-date proficiency with programs and technology related to office administration, and the ability to excel in an occasionally stressful and fast-paced office work environment.

For more detailed information on the position, please see Duties and Responsibilities listed at the end of this announcement.

HOURS:

This is a permanent full-time position (40 hours per week). General work hours are Monday through Friday, 8:00 AM until 4:30 PM. Work schedules occasionally vary as the Administrative Coordinator records minutes at evening Board meetings that occur once per month. The employee may be occasionally required to attend special events or other meetings on evenings or weekends, and travel overnight.

LOCATION, WORK ENVIRONMENT, and SUPERVISOR:

The Administrative Coordinator is an office-based position that requires the ability to work productively in an open office environment. Though Missoula Conservation District is a political subdivision of the State of Montana, our offices are located in an office building with several federal agencies. The majority of the assigned work tasks require substantial time on the computer, bending, and lifting to access and organize files.

The Administrative Coordinator will travel periodically when needed. Attendance at monthly district meetings requires night travel. Must be able to lift and carry objects over 50 pounds and must be physically fit for office work and occasional field trips. Travel over unimproved roads in adverse weather conditions such as snow and ice may occasionally be required.

This position is supervised by, and reports directly to, the Resource Conservationist.

MINIMUM QUALIFICATIONS:

General Standards

- High School Diploma or GED and six years of related professional experience
- Must pass an extensive background check, complete federal security awareness training, and may be subject to random drug testing
- Valid Driver's License and clean driving record

Knowledge, Skills, and Abilities

- Demonstrated ability to self-motivate, manage time, and address priorities of a multi-faceted job
- Proficient with Windows operating systems and Microsoft and Adobe based software such as Word, Excel, and Acrobat, or equivalent programs
- Strong oral and written communication skills
- Ability to remain focused while completing tedious tasks
- Knowledge of Missoula County geography and varying constituencies
- Experience with and/or knowledge of local, state, and federal agencies

PREFERRED QUALIFICATIONS:

Knowledge, Skills, and Abilities

- Bachelor's degree
- Possess all knowledge, skills, and abilities listed above
- Experience updating website content, writing newsletters, and designing layout for publications using WordPress, Publisher, or equivalent programs
- Familiarity with accounting and account management software such as QuickBooks
- Proven ability, when working with old and new software and programs, to self-orient, become proficient, and troubleshoot
- Previous involvement updating outdated office administration systems
- Exceptional organizational skills
- Skilled writing abilities for diverse audiences
- Ability to build relationships with a wide variety of people from differing backgrounds
- Skilled at calmly addressing disputes with disgruntled individuals
- Experience working for a Board

SALARY:

DOE – starting at \$16 per hour and includes benefits. Salary of successful candidate is dependent on qualifications and experience. Successful candidate must complete a six-month probationary period.

HOW TO APPLY – Opens March 06, 2018 – CLOSES at 5pm, MARCH 30, 2018

Provide a cover letter, resume, and three references (include contact information). E-mail missoulacd@macdnet.org and write the job title in the subject line.

ADMINISTRATIVE COORDINATOR DUTIES AND RESPONSIBILITIES

Communications

- Serves as the initial contact to the public and directs walk-ins and calls appropriately; relaying detailed and accurate messages as needed
- Prepares content for newsletters, website, fliers, and other media, ensuring an up-to-date professional appearance and appropriate citations
- Compiles and maintains contact lists and mails newsletters or brochures as needed
- Reorganizes and regularly updates webpage to promote efficiency and effectiveness of district communications and operations
- Attends meetings or events, distributing media, and providing information regarding district programs and 310 law administration
- Assists in relationship building with local watershed groups, local educators, resource specialists, and the public
- Coordinates and participates in district events, and sponsored affiliate events as assigned
- Keeps, prepares, posts, and distributes public meeting documents including agendas, meeting minutes, and other pertinent information
- Drafts 310 Permit decision and communication letters
- Assists Resource Conservationist and Board of Supervisors in updating and maintaining operations documents and published material
- Drafts contracts and memorandums of understanding with the Resource Conservationist and Missoula County Attorney's Office
- Works with agency personnel and other affiliates on district issued grants, and district sponsored grants

General Coordination

- Uses a calm demeanor in all work-related communications
- Works with Resource Conservationist to schedule inspections for 310 applicants, grant program site inspections, and other field visits
- Assists with preparation of maps, directions, and files for field site inspections as assigned
- Remains informed of grant funding opportunities and coordinates with community members in Missoula County, Resource Specialists, and affiliates across the state of Montana
- Manages grants funded or sponsored by the district
- Remains informed of conservation related events and assists in distributing information as appropriate
- Works with Resource Conservationist and Board of Supervisors to continually improve activities that promote conservation for the good of the public in Missoula County

Financial Management

- Works with Resource Conservationist and District Supervisors to prepare an annual budget and update accounting processes
- Maintains clean, clear, accurate, and transparent records of assigned district financial transactions
- Promptly prepares and processes payments to vendors, grant recipients, and all other district related payments, keeping regular accounts current
- Prepares and distributes tax documents and audit documents as needed

Other Administrative Duties

- Works with Resource Conservationist to maintain and organize 310 records, grant records, and all district business files
- Organizes and maintains historic district records, tracks district supervisor election, and appointment schedules and information
- Enters district business information into databases and/or spreadsheets and effectively queries, sorts, manages data
- Prepares and restores conference room for district meetings - this requires moving furniture, proper set up and storage of electronic conference equipment, obtaining relevant files, and ensuring all dishes, appliances, and furniture are clean and properly stored following the meeting
- Orders supplies, maintains office equipment, and runs off-site errands as necessary
- Sorts district mail, and follows up on district business correspondence as needed

Special Assignments

- Work with Resource Conservationist to effectively update and improve office operations
- Work with the Resource Conservationist or other district personnel, so that operations continue smoothly in the event of sickness or emergency
- All other duties as assigned

The Missoula Conservation District does not discriminate based on race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), age, physical or mental disability, genetic information, marital status, creed, political affiliation, veteran status, military service, retaliation, or any other factor not related to the merit and qualifications of an employee or applicant.