



Umatilla County Soil & Water Conservation District
1 SW Nye Ave. Suite 130
Pendleton, OR 97801
Phone: 541-969-0423

www.umatillaswcd.org

Position Description Administrative Assistant

General Summary

This is a part-time, at will, non-exempt position serving as an Administrative Assistant for the Umatilla County Soil and Water Conservation District. The position will primarily assist the District Manager by taking meeting minutes, compiling grant reports and fund requests, providing website updates, maintaining the newsletter, and assisting with outreach materials. This position will also assist occasionally with other tasks related as assigned by the District Manager.

Supervision Received

The Administrative Assistant is under the supervision of the District Manager. Work is accomplished independently with guidance available from the District Manager and District resources. This position acts on behalf of the District Manager and the District Board of Directors, within the authority delegated by the Board and this description, and is governed by the policies of the District's Personnel Policy Manual. The District Manager conducts the performance evaluation for this position.

Duties and Responsibilities

- Attends meetings and takes meeting minutes
- Updates and maintains Umatilla County SWCD website
- Assists in preparing work plans and provides monthly work reports to the BOD and weekly reports for a staff meeting.
- Performs standard administrative duties including filing reports, tracking metrics, submitting invoices and bills, compiling reports, etc.
- Working with the District Manager, compiles grant reports and funding requests for projects
- Assists in the creation and distribution of outreach materials for the District
- Maintains quarterly newsletter
- Maintains positive, cooperative relationships with co-workers and conducts work responsibilities in a professional and timely manner.
- Perform other duties as assigned.

Qualifications

- Experience or related degree in administrative tasks
- Experience working in the outdoors and/or with farmers and ranchers
- Experience with agriculture and the natural resources is helpful, but not a requirement.
- Good oral and written communication skills are required.
- Excellent organizational skills and adaptability required
- The ability to use a computer for information entry and retrieval, correspondence, developing data spreadsheets, writing reports, and electronic filing is required. Must be proficient with Microsoft Excel, Word, and GSuite; knowledge of ArcView and/or ArcGIS, Microsoft Access, PowerPoint, and Outlook is helpful.



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Job Conditions

- This position may work both remotely and in the office, with minimal field work. May be fully remote.
- Fieldwork will include working in and around such locations as farms and ranches; rivers, streams and ponds; properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy, rocky or other hazardous terrain. Appropriate attire shall be worn for these occasions. Follows suggested safety guidelines provided by OSHA.
- The office work includes working at a desk, using computers, standing in the office, and lifting heavy objects
- This position may require infrequent travel to conferences, workshops, training sessions, and daytime and evening meetings outside the office.
- The Administrative Assistant shall perform all duties in a prudent and sensible manner, following established protocols that ensure safety.

Civil Rights

This position will perform in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

Salary: \$30 an hour

Schedule: 10 hours a week but no greater than 600 hours a year

Benefits:

Comp Time

Sick Time

Vacation Time

Flexible schedule

To Apply:

Please send your resume with cover letter and 3 references to kwaggoner@umatillacountywcd.com.

APPLICATIONS DUE 9/20/24 by 5pm.