

Lower Big Blue Natural Resources District

Job Description

Job Title: **Administrative Assistant/Information and Education Specialist**
Status: Full-Time, Salary, Non-Exempt Employee
Reports to: General Manager/Assistant Manager/Administrative Secretary
Date: June 28, 2022

Brief Description

The position of Administrative Assistant is a full-time position with the Lower Big Blue Natural Resources District and operates from the NRD headquarters in Beatrice, Nebraska. The Administrative Assistant serves as a backup to the administrative secretary, serves as the rural water clerk and the I&E representative in addition to aiding all other staff members as needed to carry out the various programs and responsibilities of the district

Essential Responsibilities include the following. Other duties and responsibilities can be assigned at the discretion of management.

- General office operations include, but is not limited to the following:
 - Provide prompt and courteous assistance to all office visitors.
 - Answer incoming calls and address concerns or route to appropriate staff member
 - Process camping slips, accounting for all money received.
 - Process incoming bills, Open mail and distribute appropriately.
 - Draft letters, correspondence, and memos.
- Serves as a backup to the Administrative Secretary. Assists in performing essential accounting functions in the Administrative Secretary's absence or as workload necessitates including but not limited to:
 - Prepares and distributes all Legal Notices and verifies and files the Proof of Publication of said notice.
 - Coordinates human resources needs, employee benefits programs, pension programs, financial reporting, accounts payable and receivable are performed in an accurate and timely manner.
 - Assist with the annual budget process and Audit.
 - Responsible for payroll and prepares timesheets and record of leave sheets for employees for approval by General Manager.
 - Responsible for the bookkeeping activities of the District. Such activities will include management of District financial accounts, records, reserve accounts and investments, the preparation of monthly treasurer reports of income, disbursements and investment information for review by management and the Board of Directors.
 - Maintains sales tax records for District and rural water project activities and prepares the required state sales tax reports.
 - Assists management with preparation of agendas for each regular, special, or committee meeting. Attends regular and special board meetings as directed by management. Take notes and roll call at board meetings, committee meetings and public hearings. Prepare draft minuetts from meeting notes.

- Responsible for the care and maintenance of office equipment, and orders office supplies and materials as needed.
- Serves as the clerk for the District's two rural water projects.
 - Process incoming payments by check cash or credit card.
 - Enter monthly receipts in meter reporting software, verifying usage and amount paid. Takes necessary steps to remedy any discrepancies.
 - Respond to customer inquiries regarding amount owed, usage, or meter service requests etc.
 - Responsible for the completion of new hookup paperwork, user agreements, easements etc. Prepare new coupon books, as needed, for customers.
 - Responsible for collection efforts using a combination of phone calls, emails, letters or certified mail as needed. Consults with the General Manager to remedy problem accounts and/or shut off accounts as necessary.
 - Assist with biannual reading of meters, compare District readings to customer reports and make necessary adjustments.
- Serves as Information and Education coordinator for the District.
 - Publication of quarterly newsletter
 - Send press releases regarding the programs and activities of the District.
 - Coordination of land and range judging, annual fishing derby, Envirothon etc.
 - Serve as representative of the District on the I&E committee. Attend meetings in person or virtually.

Other Duties and Responsibilities include the following. Additional duties and responsibilities can be assigned at the discretion of management.

- Assist other members of the staff in a support role to carry out the various programs of the District.
 - Assist with preparation and execution of large mailings
 - Assist with grant administration and project reporting
 - Assist with tree inventory orders, collection and pickup
- Other Expectations
 - Conduct oneself, while on official duty, in such a manner as to be a credit to the District
 - Schedule work for maximum efficiency
 - Maintain good working relations with fellow employees, cooperating agency personnel, District Directors and others with whom they work or encounter during the performance of their duties
 - Keep office personnel informed regarding daily work schedule

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

General Qualifications Requirements:

Eligibility – Education: The minimum educational requirement to qualify for this position is an Associates Degree from an accredited college in accounting, business administration etc. in addition to two years' experience in said profession.

Experience: Computer operation and bookkeeping experience is a requirement. An agricultural background, although not a requirement, would be very beneficial. Any combination of education, experience, and personal characteristics may be considered by management in determining eligibility for this position.

Skills and Abilities: Expected skills and abilities for this position include the following:

- A customer friendly personality, good phone etiquette, ability to work professionally and maintain positive relations with the Board, staff, the public, and other agency, or organizational personnel – a team player.
- Excellent writing, communication and presentation skills.
- Ability to comprehend written or verbal instruction and communicate effectively. Grammar and language usage is required to communicate effectively in oral and written communications.
- Good organizational skills, proficiency and accuracy in record keeping and filing, both for hard files and computer files.
- General understanding of accounting principles and procedures, precision, and accuracy in bookkeeping activities. Knowledge of accounting software is preferred with preference given to those familiar with Peachtree.
- A self-starter with ability to work independently and to make prudent and timely decisions for effective operation of the office, and a desire to help bring about actual accomplishments quickly, effectively and efficiently.
- Strives to develop an overall knowledge of the District. The Administrative Assistant will become familiar with the NRD handbook and rules and regulations governing operation of the District, as well as becoming familiar with agriculture-oriented agencies, in order to work well with those employees concerning programs affecting landowners/operators involved with more than one agency in the District.
- Follows the Personnel Policy adopted by the NRD Board as it relates to administration, payroll, expenses, communications, mileage, job sheets, performance requirements, leave regulations, and other policies.

Physical Demands: The person must be capable of prolonged periods sitting at a desk and working at a computer and regularly lifting and/or moving items up to 15 pounds.

Preferred Certificates, Licenses and/or Registrations: these are merely preferred credentials and not required.

- General Notary

The Lower Big Blue NRD is an equal opportunity employer.