

**Carlton Soil & Water Conservation District**  
**Administrative Assistant Position Description**

**PURPOSE:**

This position provides accounting and secretarial support to the Carlton County Soil and Water Conservation District (SWCD).

**COMPENSATION:**

Starting wage is \$10.00/ hour. The position is part-time, 20 hours per week. Continued funding for this position is contingent on future budget allocations.

**DUTIES:**

- Performs word-processing tasks. Takes minutes for official meetings as directed by the SWCD Board or District Manager. Prepare SWCD Board meeting materials. Route incoming mail and phone calls to appropriate staff. Prepare and process outgoing office correspondence. Performs routine filing for SWCD office. Maintain inventory of supplies and orders supplies as needed. Process media releases.
- Maintains computerized project databases for District programs and projects, including cost-share projects, low-interest septic loans, rain gage monitoring program, focus group mailing lists, and others as assigned.
- Maintains SWCD web site posting updates and adding current information.
- Maintains all financial records for the SWCD. Pays District bills, including payroll, taxes. Prepares year-end financial reports with assistance from District Manager.
- Assist other SWCD staff in conducting SWCD Education program.
- Other tasks as assigned.

**POSITION REQUIREMENTS:**

Successful candidates for this position will have good computer skills. Should be proficient with Microsoft programs including Word, Excel, Outlook, Access, Publisher, and Front Page and Quick Books accounting software. Excellent communication, organizational and interpersonal skills are desirable. Occasional travel for meetings or trainings may be required. Expenses incurred while in travel status are reimbursable in accordance with SWCD Policies.

**SUPERVISION:**

The District Administrative Assistant is an employee of the SWCD. The position receives direct supervision from the District Manager with over all direction form the SWCD Board. The position is provided in accordance with Chapter 103C of the Minnesota State Statutes.

**PERFORMANCE EVALUATION:**

Performance evaluation is the responsibility of the District Manager with input from the Personnel Committee of the SWCD Board.

**EEO (EQUAL OPPORTUNITY EMPLOYER)** The Carlton 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.