Pend Oreille Conservation District

(509) 447-1155 - PO BOX 465 Newport, WA 99156 - davidm@pocd.org

Title: Executive Assistant

The Pend Oreille Conservation District promotes the wise use of natural resources through educational programs and the implementation of best management practices that improve: water quality, forest health and pasture conditions throughout Pend Oreille County.

Employment will be temporary part-time, scheduled to work (20) hours per week. No benefits are included at this time.

Hourly pay rate will be $17.00 / hr.

Employment with the District is terminable at will. An employee may be terminated at any time with or without cause and with or without notice, subject to applicable state and federal laws. Employment is at the discretion of the Board and contingent upon factors determined by the Board including, but not limited to, available funding, job performance, changes in program direction, or organization.

Duties and Responsibilities: *General*

Duties will be performed in the Pend Oreille Conservation District office located at 121 N. Washington Ave., Newport, WA 99156 as well as at various meetings and locations, including schools and outdoor settings. Attendance at some evening and weekend meetings will be required.

A high degree of confidentiality, along with diplomacy is required.

Applicants selected for interviews must agree to a Washington State Patrol criminal history information check, and submit written authorization to contact a minimum of three references.

Know, and comply with the District's Personnel and Risk Management Policies.

Applicant sets their own work schedule (16 hours per week minimum).

Duties and Responsibilities: *Specific*

- Serve as office receptionist, answering phones, taking messages and responding to counter inquiries.
- Operate office equipment: copy machine, printers, fax and scanner.
- Assist with board meetings including preparation and recording of minutes.
- Manage shared calendar and conference room appointments.
- Mail, receive and distribute incoming and prepare and deliver outgoing.
- Edit and distribute news releases.
- Manage and maintain the district website and social media accounts.
- Assist the financial manager as assigned.

- Assist with inventory of District property.
- Assist with education and outreach programs.
- Assist as requested with files for district programs and projects.
- Other duties as assigned by District Administrator.

Minimum Qualifications:

A High School Diploma or GED and 2 years of related experience. Additional experience and certifications will be considered.

Relationships:

Promote and maintain effective relationships and partnerships with District Board of Supervisors, District staff, landowners and the public.

Supervision:

The District Administrator supervises this position with day to day guidance provided by the Office Administrator. Funding for this position is subject to availability of federal, state and local government grants and contracts.

Performance Review:

The District Administrator and District Supervisors will conduct a probationary 90-day and a 180-day review. Annual reviews will be conducted in the month of December. The evaluations will be discussed with the employee, documented, and placed in the employee's personnel file. The Board of Supervisors in Executive Session shall review the employee evaluation. The performance review is an overall evaluation of the employee's performance. It will be the basis of any pay increases granted by the District Board.

Send resume & cover letter addressing required qualifications to: David Marcell

Pend Oreille Conservation District, PO BOX 465, Newport, WA 99156 or davidm@pocd.org

Review begins April 5th, 2017. Open until filled.