

Position Description

- I. Position:** San Juan Resource Conservation and Development Council
Office Manager
- II. Reports to:** Chairman, San Juan RC&D Council
- III. General Position Description**

The RC&D Office Manager position is located in the Durango RC&D office. The incumbent is the primary assistant to the San Juan RC&D Council and the RC&D Coordinator in planning and carrying out administrative functions. This is a half-time (20 hours per week, 5 – 4 hour days, flexibility possible) non-exempt position. Position has the possibility to increase to 30 hours per week. Benefits include Federal Holidays off with pay and 10 days (40 hours) per year of Personal Leave (begins after 90 day probation period). Starting pay to be \$10.00 or more depending on experience.

Major Duties

1. From discussion, notes, handwritten material and rough drafts types material on own initiative such as correspondence, minutes of meetings, reports involving both technical and non-technical terms, standards and specifications, news articles, projects, project plans, annual plans of work, trip reports, monthly narratives, placement and arrangement of material.
2. Operates computer and word processing programs. Uses own initiative in adapting computer programs, management programs, records and filing systems to meet needs. Maintains records of project plans, mailing lists, etc. for easy access and use.
3. Performs bookkeeping and accounting in Quick Books according to the Accounting Policies and Procedures contained in the RC&D Policy Handbook. Prepares appropriate reports for Council review and approval. Assists in audits and reviews.
4. Tracks grant funds. Reviews billings for accuracy and completeness. Communicates with funders and project agents to prepare and submit requests for payments. References contracts to assure compliance and deadlines. Acts as primary contact for funders requesting additional information.
5. Keeps and maintains project files of correspondence, plans, reports, maps, photographs and technical material. Keeps handbooks and procedure manuals up to date. Maintains records of names, addresses, etc of people/contacts important to the development of projects.
6. Maintains Council website. Creates and distributes marketing materials.
7. Serves as timekeeper for employees and submits time and attendance reports to “The Payroll Department”.

8. Serves as receptionist in the RC&D office. Greets visitors, receives telephone calls, and replies to email messages. Answers routine questions and provides basic information.
9. Distributes incoming mail and collects and prepares outgoing mail.
10. Maintains general subject matter filing system for correspondence, materials, handbooks, manuals and reference files. Purges obsolete materials following the disposal schedule. Maintains files for timeliness of reports due.
11. Duplicates materials as needed.
12. Maintains familiarity with progress reporting systems.
13. Maintains schedule for office personnel, makes appointments and provides reminders. Makes travel/lodging arrangements and prepares travel vouchers.
14. Maintains office supply inventory control. Procures supplies, services, forms and equipment as necessary
15. Assists coordinator in preparing news articles. Maintains a supply of information bulletins and brochures for distribution. Maintains technical library.
16. Maintains property records for all non-expendable RC&D property. Prepares all property control documents for transfer and disposition of property for Council approval.
17. Prepares necessary materials for volunteers working on projects.
18. Maintains a relation with federal, state and local units of government as well as with Indian Tribes and other organizations. Attends public meetings as the RC&D representative.
19. Serves as incidental motor vehicle operator on both public and private roads.
20. Types and distributes project, Council, and executive committee minutes. Assists Council members in making arrangements for meetings and notifies all concerned using email when appropriate.
21. Maintains and distributes monthly calendar of pertinent meetings and events.
22. Other duties as assigned by the San Juan RC&D Council.

IV. Qualifications for Position

1. Thorough knowledge of business English, spelling and punctuation.
2. Computer literate with ability to use common office software and email.
3. Ability to converse on the telephone and to operate common office machines.
4. Ability to interact with the public as a representative of the RC&D Council.
5. Familiarity with budgeting and business accounting and able to use QuickBooks software.
6. Basic grant writing skills and knowledge of contracts helpful.
7. Must have current drivers license and good driving record.
8. Ability to work under time constraints.