

LITTLE BLUE NATURAL RESOURCES DISTRICT

JOB DESCRIPTION-ADMINISTRATIVE ASSISTANT

EMPLOYEE CLASSIFICATION: Non-Exempt
BASIC WORK WEEK 40 hours (8:00 AM – 4:30 PM with ½ hour lunch)
SUPERVISOR: Office Administrator
DATE: August 1, 2020

POSITION SUMMARY: The Administrative Assistant is a full-time position with the District and works out of the Davenport office. This employee will be directly responsible to the General Manager in carrying out various office functions. The Administrative Assistant will work independently but coordinate office activities with District staff members. In addition, certain other duties may be assigned at the discretion of the General Manager.

SPECIFIC RESPONSIBILITIES:

1. Office's receptionist duties, including customer service, answering questions and referring phone calls, and handling material requests, and mail distribution.
2. Word processing including: preparing correspondence, written reports, preparing office documents, forms and contracts.
3. Receive and record the accounts receivables and send out monthly statements.
4. Serve as a "back-up" to the Office Administrator for other bookkeeping activities, in the preparation of monthly treasurer reports of income, disbursements and investment information and in attending monthly Board of Directors meetings.
5. Assist in the maintenance of district files and records.
6. Maintain mailing lists for group mailings, district projects and district contacts.
7. Assemble and prepare items for mass mailings.
8. Maintain new groundwater well registration and filings, well registrations, water quality records and other documents for the Groundwater Department.
9. Make water sample mailing to customers and conduct in-house water sample analysis as needed.
10. Other duties as assigned.

KNOWLEDGE AND PERSONAL SKILLS: Individual skills considered important for this position include, but not be limited to:

1. 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.
2. Ability to comprehend written or verbal instruction and communicate effectively. Grammar and language usage is required to communicate effectively in oral and written communications.
3. Good organizational skills, proficiency and accuracy in record keeping and filing, both for hard files and computer files.
4. General understanding of accounting principals and procedures, precision and accuracy in bookkeeping activities.
5. Have experience and proficiency necessary for effective and efficient use of computers and computer software. Ability to operate other office equipment.
6. A self-starter with ability and desire to help bring about actual accomplishments quickly, effectively and efficiently.

ELIGIBILITY DETERMINATION - Education: The educational requirement to qualify for this position is a high school graduate, however a degree from an accredited college or university with emphasis in secretarial services, bookkeeping, or office management would be desirable.

Experience: At least two years of satisfactory employment with an agency or organization, where similar duties are experienced, is desirable. Computer operation and some 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.