

Lander County Conservation District

Clerk/Secretary/Treasurer position

➤ **Application deadline August 20th, 2020.**

General

- Clerks supports the work of the district, keeping the district organized, ensures the board complies with the laws and Nevada Revised Statute and assist the board with other requests as appropriate.
- Prepares and maintains all correspondence directed by board.
- Ensure all incoming mail, email, and phone calls are attended to.
- Know and/or learn Conservation District NRS and Open Meeting Law NRS
- Greets and meets with general public regarding CD business.
- Understand various fiscal year vs. calendar year deadlines.

Organize Monthly Board Meetings

- Develop and post notice and agenda's according to Open Meeting Law NRS.
- Email to Supervisors meeting packet prior to meetings.
- Give finance report including grants, petty cash, office supplies reconciliations at meetings.
- Give equipment update at meetings.
- Read/present received correspondence at meetings.
- Take minutes of meeting and develop final draft to be submitted to DCNR within OPL NRS and insert into next meeting agenda and packet for approval of final.
- Follow-up and/or complete tasks from agenda items at meetings.

General Bookkeeping

- Balance check register for CD checking against statements. Compile information into Excel spreadsheets and/or utilizing QuickBooks formats for meeting.
- Make all deposits of received funds at Wells Fargo.
- Complete accounts payable & accounts receivable including purchase orders, vouchers, travel advance/reimbursement claims, etc. as needed. Maintain detailed backup for each transaction.
- Calculate payroll.
- Manage and report office expenses, website expenses, phone expenses and all other operational expenses at meetings.
- Administer, maintain and manage the LCCD Weed and Pest cost share program.
- Prepare Pre-Fiscal annual budget and Post Fiscal Financial Report for approval by board prior to deadlines and to be submitted to DCNR. Including but not limited to all grant programs expenses, and incomes.
- Prepare Pre-Fiscal annual work plan and Post Fiscal annual report for approval by board prior to deadlines and to be submitted to DCNR.
- Compile all finance reports, check deposits, bank statements, and excel spread sheets for all accounts, petty cash, register stubs yearly if audit outside of DCNR requested.
- Keep running record of all grant funds and have an update as part of each finance report.

Grants

- Administer and Maintain login for Federal, State Grant allocations including Treasury Single Sign on and ASAP.gov in order to draw down from grants.
- Apply for annual Lander County Grant(s)
- Write, Administer, maintain and secure funding for grants approved by board.
- Administer and maintain Sage grouse grant funds (funds disbursed by invoicing with receipts).
- Administer, maintain and secure funding for the Noxious Weed Program Grant with BLM including annual reporting using BLM forms.

Stewardship Outreach and Education

- Responsible for organizing annual poster contest and distributing information to schools.
- Write, edit, format and correspond with local newspapers for all board request projects.
- Create and send via E/mail newsletter/postcard as directed.
- Promote annual Nevada Youth Range Camp.
- Assist in organization of a Local Work Group (LWG) meeting annually.
- Distribute and promote LCCD and NvACD scholarship applications to high schools in district.
- Write letters to state and federal legislators as requested by board.

District Events

- Organize annual meeting/dinner as requested by the board.
- Organize and run District Elections according to NRS and in coordination with Lander County Clerk and as approved by board.
- Manage supervisor(s) term information, election results and contact information, correspond with DCNR and NvACD to update information accordingly.
- Coordinate county appointed representative with Lander County Manager and/or the Lander County Administration Secretary.

Important meetings to attend at the Boards request

- NvACD annual meeting.
- NACD annual meeting.
- Lander County Board of Commissioners annual budget grants meeting.
- Nevada Weed Management Association Annual weed meeting.
- Attend the Nevada State Technical meeting and report the outcomes of the LWG.
- Attend other meetings locally as requested by board.

Additional Tasks

- Work cooperatively and collaborate with DCNR staff and NvACD board.
- Manage website and Facebook page under DCNR social networking guidelines.
- Work cooperatively with Local, State and Federal partners.
- Order and maintain office supplies as needed.

Applicant preferred Qualities:

Ability to

- Communicate orally in a clear, concise manner;
- Perform accounting activities and prepare financial statements;
- Maintain confidentiality of data and information;
- Comply with all generally accepted accounting principles;
- Prepare employee payroll, and track employee leave time;
- Read and understand policy and procedure; and
- Exercise discretion and independent judgment.
- Work collaboratively with State, Local, Federal and NGO partners.

CERTIFICATION AND LICENSES:

- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:
 - Graduation from an accredited college or university with an Associates or Bachelor's degree in Environmental Science, or Business Administration, or a closely related field plus two years of conservation experience is preferred.

OR

- An equivalent combination of education and experience with consistent job holdings which shows you are capable of meeting the requirements listed and outlined in the job description.

SPECIAL REQUIREMENTS:

- Must possess a valid driver's license and/or alternative means of travel.

WORKING CONDITIONS:

- Hours for this position will likely be around 30 hours a month, having the ability to be flexible with your schedule is necessary. CD meetings are often held after typical business hours and your availability will be mandatory at those meetings. The ability to answer and correspond with partners and the general public during regular business hours Monday through Friday will also be necessary for you to perform well in this position.
- Work is performed at a desk and in the field. Office environment has natural and artificial lighting. Field work is conducted in a rugged desert environment with elevations exceeding 6,000 feet. Snow can accumulate at higher elevations throughout the year and summers can exceed 100 degrees. Limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities will

occur. Position will require flexible work hours when needed (occasional evenings and weekends). May be required to use personal vehicle for work duties. LCCD will reimburse mileage at the federal rate.

- Working location to be determined on a case by case basis. Some work may be performed from home, while other tasks will require a publicly accessible location.
- Promotions and bonuses will be considered yearly.

PHYSICAL AND MENTAL/ INTELLECTUAL REQUIREMENTS:

- The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Position may require manual labor. Ability to lift up to 50 lbs. and travel on foot through rugged terrain; ability to sit, walk and stand for intermittent periods of time and on a frequent basis; strength, dexterity, coordination and vision to operate a personal computer and view video display terminal for frequent periods; strength and stamina to bend, stoop, squat, reach on a frequent basis; ability to communicate on a telephone, via email, and in person.
- Dexterity and coordination to handle files and single pieces of paper, occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers.
- In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

How to Apply:

- Please submit a Cover letter with current contact information, and Resume with two Professional References to Maten@dcnr.nv.gov
- Submissions will be accepted from July 20th, 2020, to August 20th, 2020.
- Questions or requests for alternative methods of submission please call Nv State Conservation Staff Specialist Melany Aten at 775-625-0901 or email Maten@dcnr.nv.gov

Be sure to visit <http://www.nvlccd.org/> and <http://dcnr.nv.gov/> for more information.