

JOB ANNOUNCEMENT & JOB DESCRIPTION
PIPESTONE SOIL AND WATER CONSERVATION DISTRICT

POSITION TITLE

Administrative Assistant

DATE: August 23, 2019

POSITION LOCATION

Pipestone, Minnesota 56164

Request and submit applications to:

Kyle Krier, Administrator

Pipestone SWCD

119 2nd Ave. SW, Suite 13

Pipestone, MN 56164

(507) 825-1185

SALARY (STARTING)

\$ 18.58 Hourly (B21)

Plus Benefits

6 month probationary period

Applications available at www.pipestoneswcd.org

Email applications to kyle.krier@co.pipestone.mn.us

Applications must be received by 4:00 p.m.

on September 16, 2019

POSITION PURPOSE:

Under general supervision of the Office Administrator performs administrative functions for the Pipestone County Conservation and Zoning Office which includes operations of the Pipestone Soil and Water Conservation District and Pipestone County Zoning Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. SWCD Accounting/ Payroll (QuickBooks)
2. Assist in daily operations of the Conservation and Zoning Office
3. Office management and coordination
4. Zoning permit application and public noticing
5. Collect, record, and submit zoning related fees and vouchers to Auditor's office
6. Website maintenance
7. Maintain SWCD policies
8. Support SWCD Board functions (Agenda/Minutes/Financials)
9. Assist in the development of plans and reports
10. Perform other functions and programs as deemed appropriate

Basic Qualifications:

High school graduate/GED

Minimum of one-year post-secondary general clerical training, or two years general clerical work experience, or an equivalent combination of training and experience as deemed acceptable.

Valid driver's license

Good communication and organizational skills

Preferred work experience and/or knowledge in one or more related duties

Special Requirements:

This position requires an individual who is accurate, dependable, has excellent organizational skills, ability to multi task, competent with QuickBooks, computers and Microsoft office software, able to attend occasional night and overnight meetings.

Physical and mental abilities to perform essential job functions:

Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations. Ability to utilize a wide variety of descriptive data and information, such as regulations, guidelines, correspondence and general operating manuals. Ability to communicate orally and in writing with co-workers, the general public, elected officials, disabled citizens, other staff, and immediate supervisor.

Pipestone Soil and Water Conservation District is an Equal Opportunity Employer