



FORD COUNTY SOIL AND WATER CONSERVATION DISTRICT

1380 W. OTTAWA, PAXTON, IL 60957

Phone (217) 379-2372

fordcountyswcd@gmail.com

<http://fordcountyswcd.tripod.com/>

FORD COUNTY SOIL AND WATER CONSERVATION DISTRICT IS TAKING APPLICATIONS FOR THE FOLLOWING POSITION:

ADMINISTRATIVE COORDINATOR

Seeking a 32-hour per week employee with starting salary of \$12/hour. Insurance and other benefits will be provided. Good oral, written communication skills, and people skills. Creative thinking a plus. The District has many different activities and deadlines throughout the year and this position must be highly organized with ability to multi-task. Previous secretarial and/or agricultural experience is preferred. Job Responsibilities are listed below:

A. ADMINISTRATIVE

1. Understand and assist Directors in following procedures for any amendments to District Operations Handbook, the District Act, NACD policy, AISWCD policy, memos and agreements between the District and other agencies, and important correspondence.
2. Prepare reports and respond to correspondence and legislative issues as requested by BLWR, AISWCD, NRCS or any other cooperating agencies and/or individuals.
3. Prepare for monthly board meetings: develop agenda, monthly activity report, financial reports, research administrative information and options necessary for Board decisions, and provide leadership for Board committees.
4. Prepare and evaluate with the Board & the RC the Annual Budget.
5. Assist the R.C. in interpreting needs and seeking additional funding alternatives and volunteer services for the implementation of the District's Annual Plan of Work such as: developing reports and proposals for the County Board, organizing fund-raisers and utilizing the cooperative efforts of local agencies and volunteers.
6. Develop and recommend District policies and procedures for Board approval. Implement and evaluate these policies.
7. Attend necessary meetings, workshops, training courses, tours, etc...held by BLWR, AISWCD, NRCS, Land Use Council, NACD or other cooperating agencies that will enhance District programs.
8. Responsible for the management of the day-to-day administrative operations of the District.
9. Prepare Annual Report for the District.
10. Develop a system for efficient office administration and workload accomplishment to include filing, scheduling, phone calls, etc...

B. EDUCATION / INFORMATION

1. Develop, organize, and promote Soil and Water Stewardship Week activities and materials.
2. Maintain a current listing of resources available for distribution of information to the schools, teachers, libraries and community group leaders.



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3. Administer the District awards program (AISWCD, NACD) by compiling a list of possible candidates, completing entries, sending news releases, etc.
4. Comfortable around K-12 age-groups in presentations and organizing conservation activities

C. CLERICAL

1. Operate computer programs pertaining to SWCD & NRCS. QuickBooks and Microsoft Suite is preferred.
2. Handle all accounting for the district, including accounts payable/accounts receivable, payroll, bank reconciliations, payroll tax filings, W2 and 1099 filings, compile information for annual audits, etc.
3. Maintain District and NRCS files, records, cooperator agreements, mailing list, pictures, newspaper clippings, etc., as prescribed by the Board, NRCS and State guidelines.
4. Serve as office receptionist to SWCD and NRCS; open and distribute mail addressed to the AC, to the District & to NRCS. Any mail received with a person's name on it is to be given to that person unopened, answer correspondence, inventory, order and maintain supplies.
5. Take orders, prepare bills, receive payments, and maintain records for materials and other services such as tree, fish, flags, plats, equipment rental, newsletter advertisers, etc...
6. Maintain District office property records, and NRCS and State surplus property records.
7. Responsible for preparation, file update and data entry of reconstitutions if system allows.
8. Make necessary arrangements for all meetings, workshops, tours, etc., as directed by the Board.
9. Provide clerical support for field office.

D. CIVIL RIGHTS RESPONSIBILITIES

1. Display courteous and tactful behavior towards internal and external customers, supervisors and co-workers. Project a positive and professional image of the SWCD. Perform all duties in a manner which demonstrates fairness cooperation, and respect toward co-workers, office visitors and all others in the performance of official business. Demonstrate an awareness of civil rights policies.
2. Assist in keeping the Civil Rights notebook up to date.

Candidate selected will be required to get fingerprinted and complete a background check. Start date for the candidate would be required by May 26th 2015.

Send resume and cover letter by April 1st 2015 to:

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1380 WEST OTTAWA RD
PAXTON, IL 60957
NO PHONE CALLS PLEASE

Ford County SWCD is an equal opportunity employer. All programs and services of the Ford County SWCD are offered on a nondiscriminatory basis, without regard to race, color, national origin, religion, gender, sexual orientation, age, marital status or handicap.