

## Onondaga County Soil and Water Conservation District



6680 Onondaga Lake Parkway  
Liverpool, NY 03088

Phone: (315)-457-0325

E-mail: [info@ocswcd.org](mailto:info@ocswcd.org)

Fax: (315)-457-0410

Web: [www.ocswcd.org](http://www.ocswcd.org)

---

### VACANCY ANNOUNCEMENT

**For:** **Administrative Assistant & Secretary to the Board of Director's**

**Location:** Onondaga County Soil and Water Conservation District  
6680 Onondaga Lake Parkway  
Liverpool, NY 13088  
Phone: (315) 457-0325

#### General Statement of Duties

This individual serves as the Administrative Assistant to 12 full-time employees and 6 seasonal employees and is also the Secretary for the District Board of Directors. Attends monthly Board of Directors meetings and evening quarterly meetings of the City of Syracuse Skaneateles Lake Watershed Agricultural Program (SLWAP)). Work is performed in accordance with NYS Conservation District Law and the general guidelines established by the District Board of Directors. Person will use independent judgment in completing work tasks and for scheduling workflow and activities. Will perform typing, clerical and administrative tasks; basic support to Accounting; and provide support to other staff. Direct supervision will be provided by the District Executive Director. Will perform related duties as assigned. This position is appointed by the District Board of Directors and is Exempt from Civil Service. Background and/or familiarity with agriculture and an understanding and interest in the natural environment would be helpful.

#### Typical Work Activities

- Records and maintains official minutes and agendas for the District Board of Directors and SLWAP meetings.
- Responsible for supporting Accounting Department, including but not limited to: invoicing, accounts payable, grant support, provide data for GASB 78 analysis/reporting.
- All accounting will be done in a manner prescribed by the NYS Audit and Control as well as generally accepted accounting practices.
- May reports on grants, contracts, and accounts, as requested.
- May assist District Executive Director/SLWAP Program Manager in preparing and presenting the District annual budget.
- May seek outside funding for records management & retention, as requested.
- Serves as the District's Records Management Officer and maintains all records according to the authorized Records Retention Schedule.
- Assists with the preparation and sends annual reports to organizations including NYS Soil and Water Conservation Committee, Onondaga County and NYS Audit & Control.
- Provides assistance to support staff with visitors, ordering office supplies, deliveries, mail distribution and answering of all phone calls. Position is first point of contact for organization's customer base. Good interpersonal skills a must!

- Acquires and maintains a good working knowledge of all office equipment and technology.
- Attends training sessions as per annual training plan and reports back to supervisor on results.
- Prepare, distribute and disseminate quarterly newsletter. Also solicits annual advertising sponsorship for newsletter.
- Assists with some field work such as annual tree and shrub sale, Enviro-Thon, and other related opportunities.
- Performs other duties as assigned.

### **Full Performance, Knowledge Skills, Abilities, & Personal Characteristics**

- Ideal candidate has a basic knowledge of methods used in bookkeeping and accounting.
- Experience with maintaining files and records.
- Ability to work in a team setting to accomplish goals and objectives.
- Excellent interpersonal skills
- Good organizational skills.
- Thorough knowledge of business math and English.
- Must be flexible and willing to accept new assignments and learn new techniques.
- Must have a high level of accuracy in all assignments along with timely delivery.
- Ability to communicate effectively both orally and in writing.
- Must have a good working knowledge of the Microsoft suite of software (Word, Excel, Power Point, Publisher).
- Ideal candidate has a good working knowledge of QuickBooks accounting software.
- A small percentage of time for this job will be spent afield in all weather conditions supporting field staff needs and participating in the annual Tree & Shrub Sale and Enviro-Thon.
- Candidates with a combination of the above listed knowledge, skills and abilities listed above are encouraged to apply!
- Ideal candidate will be a Notary Public, but in the event that they are not, the SWCD will provide resources so that employee can achieve this credential in a timely manner.

### **Minimum Qualifications**

A) Candidate absolutely must have excellent customer service skills, good computer skills with the Microsoft Office Suite (Word, Excel, Publisher) and Adobe Acrobat. Experience with Quick Books is a plus, to assist with basic record keeping duties.

B) College degree in related field with accounting / bookkeeping / secretarial coursework and experience.

C) or High school diploma, or equivalent (GED), with bookkeeping emphasis plus some secretarial/ bookkeeping/ accounting training beyond high school and minimum 2 years of experience.

D) Knowledge and interest in modern agriculture and/or natural resources a plus!

E) Experience working in a professional office environment a plus!

### **Physical and Mental Demands & Special Requirement**

The employee's physical condition shall be commensurate with the demands of the position, either with or without reasonable accommodations. The employee must have the physical ability to lift up to 25 pounds.

The incumbent must be able to accurately manage and manipulate information, using computer software and hardware systems, with or without reasonable accommodations.

Possession of a valid driver's license at the time of appointment and throughout employment.

### **Salary and Benefits**

Health, dental and vision insurance, annual, compensatory time, and sick leave; NYS Retirement; NYS Deferred Compensation Plan; 12 paid holidays and education reimbursement. Salary commensurate with experience and credentials. Typical range is \$37,500 - \$42,500.

### **To Apply**

Download from our website ([www.OCSWCD.org](http://www.OCSWCD.org)) or call (315) 457-0325 -Director Mark Burger, for an application, and then send the completed application along with resume, letter of interest, a list of 3 references, and college transcripts to:

Personnel Committee – Office Team  
**Onondaga County Soil & Water Conservation District**  
6680 Onondaga Lake Parkway  
Liverpool, NY 13088

**The District is in continuous recruitment until this position is filled by a suitable candidate. *Faxed material will not be accepted.*** Please visit [www.ocsxcd.org](http://www.ocsxcd.org) for additional information about the District and its programs.

*The Onondaga County Soil & Water Conservation District prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status.*