



SOIL & WATER DISTRICT ADMINISTRATIVE SPECIALIST

Franklin County is currently recruiting for the position of a Soil & Water District Administrative Specialist. An employee in this classification serves as the administrative support for the department and is responsible for administrative functions involving purchasing and billing. The employee performs secretarial and administrative duties for the Soil & Water Conservation District, inclusive with the local USDA Natural Resource Conservation Service (USDA-NRCS) and the Franklin Soil & Water Conservation District (FSWCD). Work involves the preparation of correspondence, reports, vouchers, and other documents for the department as well as numerous duties performed in support of the Franklin District Board of Supervisors. Employee is responsible for accumulating items of business for Board meetings, attending meetings; and taking, transcribing and distributing minutes. Employee is also responsible for screening and independently handling a variety of routine inquiries by telephone and in person; maintaining a variety of records and files; processing mail; ordering supplies; and handling various word processing tasks. Employee is also responsible for performing a variety of administrative tasks in the delivery of the USDA-NRCS programs to the public, including distributing educational literature and planning, coordinating and conducting educational events and contests. Employee performs various routine administrative tasks to relieve the staff of day-to-day operational details of the program and manages the office in the absence of staff members. Work is performed under the general supervision of the Department Head and is evaluated through observation, conferences, feedback from citizens and staff, and ongoing evaluation of the quality and effectiveness of work.

Duties and Responsibilities:

- Assists the FSWCD Board Chair in preparing for and conducting Board meetings, preparing the agenda, summarizing the activities of the Board, notifying various agencies and the media of coming meetings, taking minutes during the meetings, and distributing minutes to attendees.
- Assists the Board with correspondence, coordinating schedules, preparing educational materials, and preparing the Annual Plan of Work and the long-range plan using input from the other Board members and staff; prepares board attendance payment request and travel reimbursement for all Board members.
- Composes articles describing various educational events and contests sponsored by the District or Board; releases information to the media; assists in the publication of newsletters.
- Assists the District Board with programs in the District as requested.
- Assists the Board of Supervisor's Secretary/Treasurer as requested, performing such duties as maintaining a monthly ledger, ordering supplies, preparing reports and maintaining files.
- Assists in coordinating and/or conducting contests and educational activities held in the District.
- Answers the telephone and greets visitors, receives inquiries and provided information or refers inquiries to appropriate personnel.
- Prepares purchase orders request and Request for Payment forms for payment for various for office supplies and equipment.
- Maintains various files, applications and records including those pertaining to property, USDA-NRCS, FSWCD, and NC Agricultural Cost Share Program (NCACSP).

- Distributes forms, soil mapping materials, applications, educational literature and guidelines, etc. as requested.
- Types materials from typed or handwritten copy or machine dictation, which requires use of a variety of complicated formats for preparing correspondence, budgets, reports, agendas, minutes, vouchers, plans, files and manuscripts, etc.; composes letters, memorandums and reports using established format and content as guides; assumes responsibility for correctness of spelling, punctuation, format and grammar; assists in preparation of operating budgets, reports, and annual plan of work, compiling and typing various data.
- Attends District Board meetings monthly, District-related workshops, trainings and other professional meetings, as required.

Knowledge, Skills and Abilities

- Considerable knowledge of program policies and federal, state and local regulations pertaining to soil and water conservation.
- Working knowledge of the guidelines, policies and responsibilities of USDA-NRCS.
- Thorough knowledge of functions, services, purpose, policies and procedures involved in the district soil conservation department; communicates that mission to the staff and general public.
- Considerable knowledge of the governmental and county budget and accounting, purchasing, and personnel policies and procedures; county policies and related federal procedures.
- Considerable knowledge of state and federal educational contests and program rules and guidelines.
- Considerable knowledge and ability to use business practices.
- Considerable knowledge of working with data, figures, rates, and mathematics.
- Ability to communicate effectively and to conduct the department's business in person and by telephone.
- Ability to exercise sound judgment and to be tactful and courteous in conducting County business.
- Proficiency with a variety of specialized technology that operate the business systems for the County and the assigned department Ability to use a wide variety of computer technology and software.
- Ability to compile information based on general instructions.
- Ability to establish and maintain effective working relationships with the Board, supervisor, employees, farmers, local, state and federal officials, and the general public.

Desirable Education and Experience

Graduation from high school with a business concentration and 3-5 years of experience in administrative/secretarial or technical program assistance work, preferably involving public contact; or equivalent combination of education and experience.

Special Requirements

- Must possess a valid North Carolina driver's license upon hire.
- Must become certified as a North Carolina Notary Public within six months of employment.
- Must complete the Franklin County Defensive Driving course within one year of employment.
- May be required to obtain specific certifications, and attend courses, seminars and/or trainings depending upon the department assigned to.
- Must have demonstrated proficiency in the use of Microsoft Office Professional.

Work Location: Louisburg, NC

Hiring Salary Range: \$41,288 - \$42,320

Salary Range: \$41,288 - \$63,995

Closing Date: November 5th, 2021

How to Apply: Visit <https://www.franklincountync.us/employment-opportunities/employment-center> to complete an electronic application or to obtain a printable application.

Franklin County is an Equal Opportunity Employer.

The County prohibits discrimination based on race, sex, color, creed, national origin, age or disability.

Pre-Employment Drug Screen and Criminal Background Screening are required.