

**CPSWCD PART TIME / PERMENANT ADMINISTRATIVE ASSISTANT
TO THE DISTRICT MANAGER
JOB DESCRIPTION**

General Purpose of the Job

The Administrative Assistant will provide typing, filing and clerical, administrative and field work as assigned for the Claunch–Pinto Soil and Water Conservation District Manager. Will uphold professional standards such as excellent customer services skills and ability to work with the coworkers, constituents and producers.

Essential Duties and Responsibilities

1. Attend and accurately record the minutes of all regular, special and emergency SWCD Board meetings.
2. Accurately and promptly prepare copies of minutes of all District Board meetings and distribute minutes to Board members, the New Mexico Soil and Water Conservation Commissioner, NRCS officials and the New Mexico Department of Agriculture.
3. Prepare draft versions of the District newsletter and Annual Report.
4. Collaborate with the District Manager to schedule and plan for the CPSWCD Annual Meeting.
5. Collaborate with the District Manager to prepare legal notices for elections and plan elections.
6. Assist in maintaining the District Administrative Policy Handbook.
7. Maintain supervisor meeting folders, related documents, correspondence, reports, and other related documents as requested and administrative files for the District
8. Order office supplies for the District and ensure supplies are received and billed as ordered.
9. Attend NMACD regional and state meetings and other trainings as well as possible evening or out of town meetings deemed necessary by the Manager or the Board.
10. Manage the inventory of books, seeds and other merchandise for sale in the District Office.

- 11. Maintain and update District display booths and other education materials.
- 12. Must be computer literate with expertise in Microsoft Word & Excell.
- 13. Perform other related and essential duties as assigned with minimal supervision that may require travel, and field work in various conditions. Must be able to pass an employment background check.

Supervision

Under the direct supervision of the District Manager:

- 1. Assist in preparing monthly financial reports for District Board Meetings
- 2. Keep accurate and current records of the district financial portfolio.
- 3. Maintain travel and purchase vouchers for supervisors and employees.
- 4. Assist in the preparation of the budget and quarterly reports to the NM Department of Finance and Administration/Local Government Division, the NM Soil and Water Conservation Commissioner and NM Department of Agriculture.
- 5. Perform other bookkeeping duties as assigned by the District Manager.

- 1. This employee is supervised by the Claunch-Pinto Soil and Water Conservation District Manager. Procedures and guidelines have been established for most tasks. Some judgment is needed in locating and applying the various guidelines available.

Must read and sign a copy of the CPSWCD Personnel Policy Manuel

I fully understand the job requirement and believe that I will be able to complete such tasks as the CPSWCD may assign me.

Employee

Date

SWCD Manager

Date

