



## **EDUCATION COORDINATOR/ADMINISTRATIVE ASSISTANT**

Department: Soil and Water Conservation District

*THE POSITION OF EDUCATION COORDINATOR/ADMINISTRATIVE ASSISTANT REQUIRES A WORKING KNOWLEDGE OF THE TECHNICAL ASPECT OF SOIL AND WATER CONSERVATION PLUS A STRONG MANAGERIAL OR ADMINISTRATIVE BACKGROUND.*

**INTRODUCTION:** This document is intended to define, describe, set forth major duties and responsibilities, and to otherwise make clear the purpose and functioning of the Education Coordinator/Administrative Assistant to the Swain Soil and Water Conservation District Board of Supervisors.

**GENERAL DESCRIPTION:** The Education Coordinator/Administrative Assistant provides administrative, secretarial and educational support to the program of the Swain Soil and Water Conservation District. Skills required include preparing independently routine correspondence and documents, establishing and maintaining schedule of administrative nature, collecting and filing data for periodic reports and providing the maximum opportunity for the public to contact the district in writing or in person. A neat appearance, good manners, dependable attendance, considerable tact and courtesy, and a genuine interest in people and their problems are essential to the proper performance of duties in this position.

The nature of this position and specific guidance places much responsibility for planning and performing duties on the incumbent. Independent action and initiative are required in order to successfully function in this position.

Primary responsibilities of the incumbent are to the Board of Supervisors, Swain Soil and Water Conservation District and the Natural Resources Conservation Service as needed. Employee reports to the Soil and Water District Director.

**RESPONSIBILITIES:** Assumes administrative responsibilities such as providing assistance to visitors to the office, answering the telephone, taking messages either in person or over the phone and getting messages to the correct staff member, directing visitors to other offices as needed and assisting visitors with aerial photos, soils CD, soil sample boxes, topographic maps and publications.

Employee along with the District Director accumulates items of business for monthly board meetings, prepares an agenda for review of chairman or secretary/treasurer, amends agenda, and attends all board meetings, including Area and State Association meetings upon prior approval of Director. Employee keeps notes on discussions and accurate records of official actions and finalizes minutes. It is the responsibility of this person to take, finalize and route minutes of all meetings to the proper persons either by email or hard copies. This person will prepare an annual report to be distributed to the SWCD board, Division of Soil & Water Conservation District, Swain County Commissioners and the Swain County Manager.

The person assuming this position is required to prepare supervisor expense voucher and route the vouchers and minutes to the Division of Soil and Water Conservation. A file of duplicates of all vouchers

and minutes will be maintained in the office. Vouchers submitted to Division must be substantiated by minutes of respective meetings. Supervisors are to be informed of correspondence received in the district office and informed of local, area, and state meetings.

**EDUCATIONAL AND INFORMATION PROGRAMS:** Administers and implements Department educational programs. Visits Swain County District Schools, home schools and private schools and presents curriculum based programs while promoting conservation. Assists and facilitates teachers/instructors in the preparation of school Envirothon teams. Educational activities currently being utilized are: Poster and Essay Contests, Public Speaking Contests, Field Days, Area I Envirothon, State Envirothon, and Resource Conservation Workshop. This employee will produce and distribute electronically a quarterly newsletter.

**OTHER DUTIES:**

- Update Swain SWCD property list as items are purchased and discarded.
- Plan and coordinate meetings and banquets as needed.
- Maintain District files.
- Operate a variety of office machines.
- Attend area and state meetings, workshops and training sessions.
- There will be other duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of the principles and practices of modern office administration.
- Ability to prepare and conduct public presentations.
- Ability to plan, organize and conduct meetings.
- Skill in the operation of computers and other modern office equipment.
- Skill in interpersonal relations.
- Skill in oral and written communication.

**SCOPE AND EFFECT:** The purpose of this position is to provide education and administrative support for District programs. Employee must be self motivated and be able to set and adhere to scheduled work and maintain a clean and orderly workplace.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, developers, contractors, farmers, landowners, state agents, educators, private environmental consultants and members of the general public.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, walking, bending, crouching or stooping. The employee occasionally lifts light and heavy objects within reason.

**WORK ENVIRONMENT:** The work is typically performed in an office and occasionally outside. The employee may be exposed to noise, dirt, grease, machinery with moving parts, hot/cold and inclement weather.

**MINIMUM QUALIFICATIONS:** Graduation from high school supplemented by college-level course work in administrative office management, secretarial science and computer courses and three (3) to five (5) years of experience in responsible administrative or technical program assistance work, preferably involving public contact; considerable working knowledge of MS Word, Excel, Publisher, and Access, or

any equivalent combination of training and experience which provides the required skills, knowledge, and abilities. Occasional weekend or after-hours work is required.

**SPECIAL REQUIREMENTS:** Must have a valid North Carolina driver's license. Employee must also pass a criminal background investigation.

**DISCLAIMER:** The Swain Soil & Water Conservation District does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

This job description is not an employment agreement or contract. The Swain Soil and Water Conservation District Board has the exclusive right to alter this job description at any time without notice.

