



Palouse Conservation District
JOB DESCRIPTION/POSITION AGREEMENT

Operations Specialist

Title: Operations Specialist
Compensation: \$16.83/hr.-\$21.88/hr. (DOE), part-time plus benefits

*Send resume & cover letter addressing required qualifications to jenniferpcd@palousecd.org
Email subject line must include: Operations Specialist search
Review begins **August 10, 2018**. Open until filled.*

Scope of Responsibility

The primary focus of the Operations Specialist (OS) will be processing employee payroll and related benefit payments, reconciling project/grant coordinator budgets with accounting, preparing/reviewing vouchers, and administrative support. The OS is also involved with activities such as preparing financial records, drafting finance procedures, assisting with audits, contracts and compliance, records retention/management, public records requests, administering personnel policies and human resource management, office and asset inventory and control.

This position will serve as back-up to the Administrative Coordinator and must be detailed oriented and able to work on several project simultaneously, set priorities, meet deadlines, and have excellent communication skills.

Confidentiality and independent judgment are necessary. Incumbent must possess a high level of integrity, honesty, and strong customer service. As such, incumbent must act as a liaison between District, government agencies and landowners in Palouse Conservation District.

It is the responsibility of every District employee to promote the proper and responsible use of natural resources. It is expected that all duties be performed in a timely, courteous, and professional manner.

Essential Functions of Job

- Process payroll, benefits and technical transactions for the CD, in compliance with all applicable Federal and state rules, regulations and procedures.
- Enter payroll, benefits and related data into computer systems, and maintain information system databases; enter data, process transactions, validate data and compile documentation.

- Review timesheets and source documents for compliance with rules and regulations; determine proper handling of payroll and technical transactions within designated limits; coordinate correction of timesheet errors appropriate department personnel.
- Reconcile transactions and records according to policies; review payroll records and correct errors as required; verify the accuracy of payroll records.
- Assist in administering employee benefit programs and coordinate with service vendors including healthcare, retirement, and others.
- Assist in implementation and administering human resource related activities such as personnel policies and procedures, compensation and benefits program, and performance evaluation processes.
- Record and maintain personnel training records and board resolutions.
- Prepare monthly or quarterly grant or loan vouchers to appropriate funding agency, maintain all back-up documentation for grant projects. Coordinate and/or prepare amendments to grant agreements as necessary. May need to organize and conduct meetings with grant association members, committee members, and agency officials. Prepare and distribute minutes, notices, and other reports of those meetings.
- Cross train in procurement/contracting and related controls, purchased services contracts and personal services contracts.
- Assist in managing asset inventory and control.
- Cross train in a wide variety of district operation duties to assist and provide back up as needed.
- Provide confidential administrative support to Director and Administrative Coordinator as needed or requested.
- Assist in annual audit and other annual financial reports and related documents.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Attend and participate in professional meetings, conferences, and committees as required or necessary. Oversee the preparation and distribution of meeting records as needed.
- Assist in the development of the long-range goals of the District.
- Draft finance and operations procedures.
- Reconcile grant and project budgets with accounting.
- Work with all staff to prepare contracts, grants, and agreements for approval and track from point of authorization to close-out.
- May serve as the PCD's claims agent, notary, and/or public records officer.
- Assist in other special projects and duties as assigned by the Director.
- Work effectively under pressure and with frequent interruptions.
- Must have regular, reliable and punctual attendance.
- Perform other work as assigned.

Supervision

The Operations Specialist (OS) is under the guidance of the Director and reports to the Administrative Coordinator. The OS is also responsible to the Board of Supervisors. The OS provides daily supervision of AmeriCorps members, volunteers, work-study, interns, and other subordinate staff as assigned.

Required Skills & Knowledge

Bachelor's degree in Business, Public Administration, Accounting or closely related field; plus three years of progressive responsibility in personnel management or supervision, agency administration, or similar work.

Demonstrated ability to work effectively with diverse groups and individuals.

Team player who values working collaboratively and building partnerships.

Must be competent in reading, writing, speaking, hearing, and understanding the English language.

Excellent communication skills and ability to work and interact with coworkers, Board members, agency partners, and landowners/operators.

Must possess effective business management, accounting, and competent organizational skills.

Must have intermediate to advanced skills in MS Word and MS Excel and the ability to quickly learn and utilize other software applications such as QuickBooksPublisher, PowerPoint, Access, and website maintenance.

Demonstrate ability to establish and maintain effective working and public relations. Exercise sound and ethical judgement in the decision-making process. Complete work and projects in a thorough and timely manner.

Demonstrated organizational skills, ability to multi-task effectively, and attention to detail.

Ability to meet deadlines, attend meetings and travel as needed.

Obtain and maintain a valid driver's license; be able to travel statewide using all modes of transportation.

Preferred knowledge, skills and abilities

Master's degree in Business, Public Administration, Accounting or closely related field; plus five years of progressive responsibility in personnel management or supervision, agency administration, or similar work.

Previous experience in a governmental agency.

Knowledge and experience in governmental and community relations.

Familiarity with natural resources and conservation terminology and practices.

Familiarity with conflict resolution and mediation.

A professional knowledge of policies and practices of conservation districts.

Experience with event planning and venue selection.

Knowledge of or experience administering contracts.

Work Environment

Work may be performed in an office setting or outdoors in the field with site visits, training, local and out of town travel and occasional extended hours (including some weeknights and weekends) expected. This position is labor intensive, multi-faceted and requires a high level of motivation, versatility, and ability to work independently.

Compensation

Hourly range is \$16.83/hr.-\$21.88/hr. (depending on experience). Retirement, paid holidays, plus vacation and sick time will accrue after a probationary period. Medical and dental insurance provided.

Employment Classification

Regular; Part-Time (20-30 hours/wk) plus benefits, At-Will, Non-Exempt. The OS position is funded on the WA state fiscal year schedule based on available grant funding and the position will continue if additional adequate grant funding and or financial support can be obtained.

All programs and services of the Palouse Conservation District are offered on a nondiscriminatory basis, without regard to race, color, national origin, religion, sex, marital status or disability.

I have read and understand the responsibilities of this job. I acknowledge that I am qualified to perform the duties described and understand that this job description does not constitute a contract of employment.

Employee

Date

Director

Date