

# **POSITION OPENING**

## **District Coordinator – Soil & Water Conservation District**

### **DUTIES**

Responsible for providing program management and administrative support to Department personnel and SWCD Board.

Coordinates and organizes activities of the SWCD and performs various secretarial tasks.

Assists in compiling reports and work plans, such as SWCD Annual Report, Annual Plan of Work, and Business Plan.

Serves as Legal Treasurer for SWCD, including preparing and mailing bills/claims, receiving and posting funds, posting receipts and disbursements, making bank deposits, reconciling ledgers with bank statements, and preparing and submitting monthly and annual financial reports. Prepares annual budget for Board approval and assists committee with annual audit.

Serves as recording Secretary for SWCD Board meetings and assists Natural Resources Conservation Service (NCRS) with various administrative tasks.

Maintains Department employee records and prepares/submits payroll vouchers to County Auditor.

Performs related duties as assigned.

### **REQUIREMENTS**

High School Diploma or GED.

Ability to meet all Department hiring requirements, including passage of a medical exam and drug test.

Knowledge of Dearborn County Soil & Water Conservation District functions and policies, memorandums of understanding, and handbook for supervisors, with ability to implement programs relevant to the enhancement of natural resources in the County.

Working knowledge of natural resources, agriculture, conservation practices, and natural resources educational programs.

Working knowledge of standard bookkeeping practices and principles, and ability to perform arithmetic calculations, balance accounts, maintain financial records and prepare related statements and reports.

Ability to occasionally work extended hours, evenings and/or weekends and occasionally travel out of town for meetings/conferences, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

Send resume/application to [alfalfa@etczone.com](mailto:alfalfa@etczone.com)

**Dearborn County Government is an Equal Opportunity Employer**