

# Nevada County Resource Conservation District

## Executive Assistant Job Description

<b>Job Title:</b>	Office Manager	<b>Reports To:</b>	Executive Director
<b>Job Status:</b>	Full Time	<b>FSLA Status:</b>	Exempt
<b>Pay Range:</b>	\$66,500 - \$76,500	<b>Effective Date:</b>	Draft 01/15/2025

### Job Summary

The position of Executive Assistant will perform duties under the supervision of the Executive Director. The Office Manager assists the Executive Director with coordination and administrative tasks for the District in the areas of human resources, finance, operations, social media and events. This position will work closely with the Executive Director to achieve the Board's goals, and achieve District objectives related to general operations, planning, programming, grant administration, contracting and compliance. The position will provide direct assistance to the District on matters of scheduling, purchasing, processing payables/receivables, research, publicity, staff coordination, and public requests for information. The position will provide day- to-day assistance to staff and play a lead role in Human Resource matters.

This position is an "at will", full time benefited position.

### Essential Duties and Responsibilities:

The following items outline the specific job responsibilities of the Executive Assistant.

1. Assist Executive Director with day-to-day operations of District Offices.
2. Assist Executive Director with creating and maintaining an effective document and data filing system.
3. Perform, typing, duplicating, mailing, scheduling and other miscellaneous administrative tasks.
4. Assist with preparing and disseminating management level reports.
5. Support human resources processes by assisting with recruitments, payroll and benefits matters, enrollments, orientations, and maintaining confidential personnel records.
6. Answer incoming phone calls, assist callers and direct calls as appropriate; greet members of the public that visit the office.
7. Maintain up to date forms and contact lists.
8. Conduct regular reviews of the District facilities and equipment; coordinate maintenance and repairs as needed.
9. Keep logs of company vehicles and assets, including scheduling regular service on company vehicles and facilitating office equipment upgrades.
10. Prepare and issue press releases and contribute to upkeep of District website.
11. Support the Executive Director with preparation, posting and distribution of Board meeting packets. Attends board meetings and records, types, posts and distributes all regular and special meeting minutes.
12. Ensures Board members are compliant with Form 700 filings.
13. Assist with project/program administration as needed.
14. Keep the office stocked with stationary, cleaning, and other supplies.
15. Maintain employee information by entering and updating employment and status-change data.
16. Assist Executive Director with tracking and responding to public requests for information.

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17. Perform other administrative tasks as needed by the Executive Director.
18. Provide customer service/internal support, across departments.
19. Keep up to date on current office computer software and be able to assist staff on report design and editing.

### Minimum Qualifications:

- Any combination of associate degree in Human Resources, Business Administration, or closely related field, and/or 3+ years administrative and/or human resources experience.
- Understanding of basic administrative principles. Ability to understand thoroughly the rules, guidance, and laws related to administration of Nevada County governmental organizations.
- Experience with data entry and accounting.
- Knowledge and experience with MS Office software, including Outlook, Word, Excel, Power Point and Adobe Acrobat.
- Must be competent in reading, writing, speaking, hearing, and understanding the English language.
- Good communication and multi-tasking skills required for interaction with coworkers, Board members, agency partners, and landowners/operators.
- Demonstrated ability to establish and maintain effective working and public relations. Ability to maintain confidentiality in issues regarding Human Resources, Litigation or Legal Matters, and interactions with internal and external stakeholders in potentially controversial situations.

### Desired Qualifications:

- Experience working with special purpose districts or government.
- An interest in working collaboratively to promote natural resource conservation.
- Valid California driver license.
- Professional, accountable, and punctual.
- Previous experience as an Executive Assistant.
- Excellent written and verbal communication skills.
- Highly organized with excellent time management skills.
- Excellent attention to detail and accuracy.
- Experience with creation of professional publications.
- Experience with web page design and maintenance.

### Disclaimer

The District retains the right to modify compensation, benefits, and job duties for this position at any time.

### Adopted

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NCRCD Board of Directors - President

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Date