



## Office Manager Announcement

**Position Title:** Office Manager

**Opens:** August, 2022

**Closes:** Until Filled

**Employment Class:** Full Time, Salary

**Wages:** \$40,000 - \$49,920

**Benefits:** 8 holidays, paid time off, 6% retirement match, and a 19% benefits bonus (health stipend) in lieu of insurance. Benefits become available following successful completion of a 90-day probationary period. Retirement match begins after 6 months of employment.

**Location:** Monument, Oregon

### Application Process

To apply, please submit the following materials:

- **Cover letter**
- **Resume** (must include phone and email address, dates worked in each position, relevant job experience, and supervisor contact information)
- **References** (include address, phone number, and email for three professional references other than current or immediate past supervisor)

Application materials may be emailed in PDF format to [mawcd@monumentawcd.org](mailto:mawcd@monumentawcd.org) or mailed to:

Monument SWCD  
PO Box 95  
Monument, OR 97864

Selection process will include an interview (phone or in-person) and contact of references. Successful applicant will be required to pass a background check.

For more information contact Erik Rook, District Manager, at 541-934-2141 or [erook@monumentawcd.org](mailto:erook@monumentawcd.org)

## **Organization Background**

The Monument Soil & Water Conservation District (MSWCD) is a local board governed special district in eastern Oregon whose mission is to take available technical, financial, and educational resources and coordinate them so that they meet the needs of the local land user for the conservation of soil, water, and related resources. The MSWCD is nonregulatory, working on a voluntary basis with landowners and other cooperators through a variety of grant funded programs. Our work includes in-stream and upland watershed restoration projects, production and native vegetation management, biological monitoring, education, and community outreach. MSWCD was founded in 1942 and is one of the oldest Conservation Districts in the state of Oregon. The district boundary encompasses 375,000 acres. Situated on the banks of the North Fork John Day River, the local area supports a rural economy based in ranching, forestry, hunting and fishing tourism. The John Day River system is the longest un-dammed river in the western United States. It is also the last remaining tributary of the Columbia River managed for wild anadromous fish. For more information, please visit the district's website at [www.monumentswcd.org](http://www.monumentswcd.org).

## **Position Description**

The Monument SWCD Office Manager is primarily responsible for the finances of the district with secondary duties related but not limited to general administration. The Office Manager position balances and coordinates the work plan and financial management with the District Manager and ensures that district operations are fiscally responsible. The office manager reports to the District Manager and the Board of Directors. Monument SWCD is a small dynamic office, with funding from many different sources. The work environment is ideal for a candidate that enjoys flexibility, and a dynamic and changing set of tasks. As a small office every staff member has the opportunity to learn and expand their position into areas that they are most passionate about both in the office and in the field.

## **Responsibilities**

- Bookkeeping and accounting of annual budget, grant funded projects, professional services, purchasing, payroll, and public contracting
- Interacting with and assisting SWCD landowners, partner agencies, and vendors
- Assistance with human resources
- Attend all board meetings to provide a monthly fiscal summary
- Act as liaison for Monument SWCD insurance needs
- Review and apply public meeting and special district state laws
- Board election needs as required by the State of Oregon
- Assist with the coordination of Annual Meeting event and luncheon
- Schedule monthly Board Meetings, create the agenda, and provide public notice
- Forward all meeting minutes, resolutions, and policies in the requested format to agencies and partners as needed.
- Generate all policies and resolutions to be approved by the Board of Directors
- Occasionally assist with field work, project monitoring, progress reports, completion reporting, herbicide sales, and landowner services.
- Other responsibilities may apply based on District need and season of work including: project photo documentation, project reporting, field data collection, in-stream and near-stream work, etc.

### **Required Qualifications**

- Excellent oral and written communication skills
- Computer literacy and knowledge of MS Word, QuickBooks, and Excel
- Minimum of three years of experience in an administrative/bookkeeping, support or operational position; preference for experience within a grant funded organization
- Demonstrated track record of team-based work with strong relationship building skills
- Commitment to maintaining our partnerships with landowners, project partners, agencies, funders, and any other groups the SWCD interacts with.

### **Working Conditions**

Work conditions include both office work and field work (80/20). Office work may include sitting for long periods of time, significant use of computers, and professionally greeting/assisting members of the public in-person and over the phone. Normal work days and hours are Monday-Friday between 7:00AM and 4:00PM. Infrequent weekend work may be required, along with early morning start times and/or later evening ending times. Occasional overnight travel may be required. Occasional use of the employee's personal vehicle may be required and is reimbursable based on current state mileage rates. Schedules can be flexible or demanding depending on the time of year. Flexible schedule and work from home options apply on a case-by-case basis.

Field work includes:

- Occasionally lifting up to 40 lbs
- Work in adverse weather conditions (i.e., hot, cold, rainy, windy, and/or dusty) and/or terrain (i.e, rocky, steep, muddy, slippery), at times for extended periods
- Occasional work in either standing or flowing water in ponds, streams, and rivers
- Working independently in remote locations
- Operating 4-wheel drive vehicles and ATV/UTV