

## **Bois de Sioux Office Manager Application Instructions & Position Description**

### **Application Instructions**

Applicants who wish to apply for this position must submit:

1. A complete Bois de Sioux Employment Application
2. An updated resume
3. A list of three references, with reference contact information

For full consideration, please apply on or before August 30, 2019.

### **Position Description**

#### **General Definition of Work**

Performs the intermediate skilled administrative support work of the Bois de Sioux Watershed District. Work is performed under the general direction of the BdSWD board of managers and administrator (the "District"). Work shall be performed Monday through Friday, 8:00 AM – 4:30 PM, at the Bois de Sioux Watershed District Office located at 704 Highway 75 South in Wheaton.

#### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Essential Functions**

- Provide customer service, responding to inquiries in person and/or over the telephone or computer.
- Coordinate public meetings and attend various meetings as directed.
- Maintain the District's files, forms and documents.
- Record financial transactions for the District, which may include general accounting and payroll responsibilities.
- Employ appropriate controls in accordance with state data practices, records retention and related requirements. Respond to Minnesota Government Data Practices Act data requests.
- Develop and distribute to the public information, brochures, flyers, posters and newspaper articles, as directed or required to the public.
- Manage the District stream gage program.
- Assist the District engineering staff to coordinate the permit process, including organization of land owner meetings, assisting applicants, managing permit records and database management, action/decisions, entering information into GIS, etc.
- Assist the District Engineering staff processing permit applications.
- Obtain notary public authorization.
- Complete office building maintenance and snow removal as needed.
- Assist the Administrator, as needed.

- Complete such other duties and assignments as directed by the District's Board of Managers and/or Administrator.

### **Knowledge, Skills and Abilities**

General knowledge of the principals and practices of accounting and bookkeeping procedures; general knowledge of accounts payable and receivable policies, practices, and procedures; general knowledge of payroll and benefit policies, practices, and procedures; thorough and skilled at operating standard office equipment and applicable hardware and software; general knowledge of business English and spelling; ability to create and keep records, reports and files; ability to operate a variety of accounting office and data entry equipment; ability to type at a reasonable rate of speed; ability to operate standard accounting software; ability to multi-task; ability to maintain and monitor financial information with a high degree of accuracy; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply legal guidance into the business practice; ability to communicate effectively in oral and in written forms; ability to establish and maintain effective working relationships with citizens, associates, agencies and the general public. Be a strong team player and be willing to seek guidance from other professional staff and board when needed. Willingness and ability to learn new computer software programs.

### **Minimum Education and Experience**

- High school diploma or GED equivalent and associate degree in applied field.
- Office management experience is preferred.
- GIS experience is preferred.

### **Physical Requirements**

*This work requires the frequent exertion of up to ten pounds of force; work requires speaking and hearing, using hands to finger, handle or feel, repetitive motions, frequently requires standing; walking, climbing, or balancing, stooping, kneeling, crouching, crawling, reaching with hands and arms, pushing, pulling, and lifting. Work has standard vision requirements, vocal communications is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly and or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or make fine distinctions in sound; work requires preparing and understanding written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally involves wet, humid conditions in the field, exposure to fumes and airborne particles; exposure to outdoor weather conditions, work is generally in moderately noisy location (e.g. business office, meeting locations, light traffic).*

### **Special Requirements**

- Valid driver's license
- Knowledge of computers and software. Experience with Microsoft Word/Microsoft Excel Mail Merge and Adobe Dreamweaver preferred.
- Personal cell phone

### **Wages and Benefits**

- \$28,000 - \$32,000, Depending on experience
- Employer-paid employee health insurance through MN PEIP
- Employer-supported PERA retirement plan of 7.5%
- Vacation and Sick Leave per District Schedule