



Pend Oreille Conservation District

**Administrative Specialist— Employment Opportunity Announcement**

**Type:** Regular, benefits, FLSA non-exempt

Full-time, 40 hours per week with benefits

**Compensation:** \$40,000 - \$50,000 annual salary (dependent upon qualifications and experience)

*Note: This position is supported by and contingent upon available grant funding.*

**Opening Date:** October 23<sup>rd</sup>, 2023

**Closing Date:** Open Until Filled

**Position Overview**

The *Administrative Specialist role* at Pend Oreille Conservation District involves performing a diverse range of administrative tasks and supporting various functions within the organization. This role requires the ability to work both at the district office and at different off-site locations, including schools and outdoor settings. The Administration Specialist will need to collaborate with team members, attend occasional evening and weekend meetings, and maintain a high level of confidentiality and diplomacy.

**Location**

Pend Oreille Conservation District office, various meeting locations, schools, and outdoor settings

**General Responsibilities**

- Execute administrative tasks efficiently within the Pend Oreille Conservation District office and external venues.
- Attend and actively participate in meetings held during evenings and weekends as required.
- Maintain a strict code of confidentiality and demonstrate diplomatic communication in all interactions.
- Collaborate effectively with colleagues, fostering a positive team environment.

**Specific Responsibilities**

- Collaborate with the District Manager & Admin Coordinator to complete accounting, payroll, benefits, grant vouchering and other operational requirements.
- Maintain personnel files, grant files and contracts/agreements (Hard copy and electronic)
- Track and manage grant development, budgets, and timelines.
- Support board activities, public meetings and workshops including preparation of documents reports, notifications and recording of minutes.

### **Required Qualifications**

- Associates in business administration, accounting, or a related field plus 3 years of relevant work experience, or 5 years of relevant work experience in finance, accounting, business administration, grant management, non-profit organizations, or a related field.
- Proficiency in Microsoft Suite and Outlook.
- Ability to work independently, exercising judgment and initiative with guidance only, and without direct supervision.
- Ability to lift and carry materials and equipment weighing up to fifty (50) pounds, and to walk over steep and rough terrain.
- Valid driver's license, acceptable driving record.
- Willingness to work occasional weekends and more than 40 hours in a week.
- Complete a background check & obtain or possess a valid state driver's license.

### **Preferred Qualifications**

- Bachelors in accounting, business administration or a related field and 2 years of experience managing public or non-profit organizations. Or 5 years of financial experience with public agencies, non-profit organizations, grant management, or a related field.
- Proficiency in Smartsheets, Adobe Creative Cloud, QuickBooks and cloud operated databases.
- Exceptional attention to detail and the capacity to manage tasks even in interruptive environments.
- Strong interpersonal skills and the ability to work effectively in diverse settings.
- Self-driven and capable of working independently and collaboratively within a team.
- Excellent written, verbal, and interpersonal communication skills.

### **Physical and Mental Working Requirements**

Requires frequent sitting, standing, and walking. This position requires continuous hand and finger movement. This position requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The position regularly requires the ability to calculate mathematical problems and conduct field site visits in challenging terrain. In addition, this position may require the ability to lift 50 lbs. and perform manual labor in all weather conditions.

### **Duty Station**

Hybrid (4 days in the office, 1 day remote); work will be split between a home office, a headquarters office in Newport, WA and occasional field trips to project areas which include difficult terrain.

### **Compensation**

\$40,000 - \$50,000 annual salary (dependent upon qualifications and experience)

## **Benefits**

After a 60-day probationary period, the district provides a comprehensive benefits package with medical, dental and vision coverage for regular employees and eligible dependents.

- Vacation accrual begins at eight (8) hours per month and increases based on years of service.
- The district recognizes ten (10) holidays per year, which includes one (1) personal holiday.
- Sick leave accrues eight (8) hours per month.
- The district and its employees participate in the Washington State Public Employees Retirement System (PERS).
- The district offers medical and dental insurance premiums through the Public Employee Benefits Board (PEBB) paid at a rate of 70%.
- Premiums for a single membership to the Camas Center for Community Wellness paid at a rate of 100%.

## **Application Process**

To apply for the Administrative Specialist position, please submit a cover letter, resume and three references to [admin@pocd.org](mailto:admin@pocd.org). Screening of applicants begins November 6th, and the position is open until filled. Only shortlisted candidates will be contacted for interviews.

Please send a cover letter, resume and references electronically to:

[admin@pocd.org](mailto:admin@pocd.org)

## **Pend Oreille Conservation District is an Equal Opportunity Employer.**

*POCD is an equal opportunity employer and does not discriminate against any person based on race, religion, color, sex, age, national origin, marital status, veteran status, or the presence of any sensory, physical or mental disability or the use of a trained guide dog or service animal by a disabled person. Please let us know if you need any accommodation to participate in the application process.*