



## Franklin County Soil and Water Conservation District

174 Finney Blvd  
Malone, NY 12953  
(518) 651-2097  
www.fcswcd.org

### Secretary to the Soil & Water Conservation Board Vacancy Announcement

The Franklin County Soil and Water Conservation District (FCSWCD) is seeking an enthusiastic, self-motivated, fiscally responsible candidate for the Secretary to the Soil & Water Conservation Board position located in Malone, NY. This position is responsible for the clerical and financial activities of the Franklin County Soil and Water Conservation District and serves as the Secretary to the Board of Directors. This is a part-time, 30 hour per week, position. **Residency requirements are waived; however, preference may be given to local candidates in the selection process.**

#### **ILLUSTRATIVE WORK ACTIVITIES:**

Provides various elements of communication support including but not limited to monitoring and processing information through email boxes and online request forms, opening, sorting and directing mail, answering general District phone calls;

Assists the District Board of Directors and Staff in the successful implementation of programs and projects as needed;

Assistance in preparation of monthly financial statements for the Board of Directors and Conservation District Manager;

Works with District Board and Staff in conducting needs assessments and recommendations for addressing identified needs;

Assists with grant and fee-for-service proposals and contracts as a means of funding for District Programs;

Assist with the tracking and funding of expenditures for all SWCD grants;

File and update contact information of customers, suppliers and external partners; Support and facilitate the completion of regular reports;

Prepare and disseminate correspondence, memos and forms;

Maintains newsletters, Tree and Shrub Program and training mailing lists;

Maintains a general office inventory including supplies, files and equipment;

Maintains a neat and orderly office environment; Performs keyboarding, reception and various secretarial duties

Provides secretarial support to Conservation District Manager;

Assists Conservation District Manager in the establishment, review and maintenance of all SWCD policies, procedures and insurance policies;

Performs related duties as assigned by the Conservation District Manager;

Assist other staff as assigned;

Assists with workshop and event planning including processing and tracking attendee sign-ups and payments and assisting with day-of event logistics (meeting space preparations, food pick-ups and clean up, etc.);

Assist in marketing District events, programs, and functions online and in person.

#### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS REQUIRED:**

Proven work experience as a secretary or administrative assistant; Must be able to accurately record meeting minutes; Proficiency in MS Office (Microsoft Excel, Word and Outlook programs); Preferred accounting skills (Payables/Receivables); QuickBooks experience; Familiarity with office organization and optimization techniques; High degree of multi-tasking, time management and organizational skills; Ability to maintain a professional and cooperative working relationship with all agency and inter-agency staff; Ability to communicate effectively both orally and in writing; Ability to work independently, manage workload efficiently and demonstrate accuracy; integrity; confidentiality and sound professional judgment.

**SUGGESTED MINIMUM QUALIFICATIONS:**

- 1) Graduation from a regionally accredited or New York State registered 4-year college or university with a Bachelor's degree in business, accounting, bookkeeping or a related field; OR
- 2) Graduation from a regionally accredited or New York State registered 2-year college with an Associate's degree in business, accounting, bookkeeping or a related field AND 2 years of experience in the maintenance of financial accounts OR in an office supervisory or management capacity; OR
- 3) Graduation from high school or possession of a high school equivalency diploma AND 4 years of experience in the maintenance of financial accounts **or** in an office supervisory or management capacity.

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license for the operation of District vehicles.

**WORK SCHEDULE:** 6 hours per day, 5 days per week. Generally, M-F, 9:00 am – 3:30 pm, with occasional nights, weekends, and travel.

**ANNUAL SALARY AND BENEFITS:** Salary will range from \$18-\$21/hour, based on experience and/or qualifications. Benefits include a vacation policy, sick leave, paid holidays, enrollment in the NYS Retirement System, and a deferred compensation program. The employee would be eligible for health and vision insurance.

**TO APPLY:** Please submit a completed employment application form, resume, cover letter, 3 references, and a copy of your driver's license to [kballou@fcsxcd.org](mailto:kballou@fcsxcd.org) or send them to the following address:

Franklin County Soil and Water Conservation District  
Attn: Kristin Ballou  
174 Finney Blvd.  
Malone, NY 12953

An application is available at [www.fcsxcd.org](http://www.fcsxcd.org).

**Applications will be accepted and reviewed until the position is filled.**

Please contact Franklin County Soil and Water Conservation District for further information at 518-651-2097.

AA/EEO Employer