

**THOMAS JEFFERSON
SOIL AND WATER CONSERVATION DISTRICT
(TJSWCD)**

**JOB DESCRIPTION
AGRICULTURAL ADMINISTRATIVE ASSISTANT I**

The Agricultural Administrative Assistant provides the TJSWCD with administrative support for all aspects of District Agricultural Programs. While this position will primarily work within the agricultural programs, specific duties and program areas will vary based upon District needs and employee's knowledge, skills, and experience. This position is under the supervision of the TJSWCD Conservation Programs Manager with guidance provided by other technical staff and partner agencies. A high school degree is required; a college degree is preferred. While work will primarily be based in the office, a farm background is highly desirable.

Essential Job Duties and Responsibilities

- Assist Conservation Technicians, Specialists, and Conservation Programs Manager with mapping projects, submitting resources reviews, and creating Conservation Plans within DCR Conservation Planning Module.
- Assist Conservation Technicians, Specialists, and Conservation Programs Manager in completing project cost estimates, engineering, and program documentation.
- Generate Board Packets for Project Approvals for Ag.
- Provide support for Ag and Septic Program Administration through mailings, phone calls, and other forms of outreach.
- Complete data entry for Agricultural programs into the DCR tracking program.
- Assist with reporting and spot checking for program activity.
- Provide program applications to interested landowners via mail and e-mail.
- Attend trainings to pursue program operation efficiency and increase skill capacity.
- Assist with other administrative projects as needed such as filing, meeting arrangements, and other assigned tasks.

Additional Duties

- Assist with bookkeeping, records management, and other office administrative duties.
- Produce GIS maps and compile resource materials for the District strategic planning and conservation goals.
- Assist with Website updates, monthly outreach calendars, media outreach and activity, and other effective communitywide communication methods.
- Assist with preparing press releases and public presentations.

Required Knowledge, Skills, and Abilities

- Must have exceptional or can quickly gain computer software/technology skills and be able to effectively and efficiently use applications including, but not limited to, Geographic Information Systems, Global Positioning Systems, Outlook, Word, Excel, PowerPoint, and Publisher (or other desktop design software). Competency with Dropbox, Google Docs, and InDesign a plus, but not required.

- Ability to organize and maintain records, files, and databases.
- Ability to work in fast paced setting.
- Must have high level of organizational skills and attention to detail.
- Ability to perform well on multiple tasks with potential interruptions.
- Ability to communicate effectively both orally and through writing.
- Must be self-directed and have the ability to work with minimal direction, be able to work independently and schedule time in an efficient manner.
- Ability to maintain effective working relationships with others.

Desirable Knowledge, Skills, and Abilities

- Knowledge of conservation issues related to agriculture.
- Ability to utilize computer/technology application tasks – Geographic Information Systems.

Desirable Personal Characteristics

- Approachability - Is easy to approach and talk to; spends extra effort to put people at ease; can be warm, pleasant, and gracious; is sensitive to and patient with interpersonal anxieties of others; builds rapport well; is a good listener.
- Interpersonal Skills - Relates well to all kinds of people, inside and outside the organization; builds appropriate rapport; listens; builds constructive and effective relationships; uses diplomacy and tact; truly values people; can diffuse even high- tension situations comfortably.
- Planning Skills - Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work tasks into steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- Perseverance - Pursues everything with energy, drive, and a need to finish; seldom gives up before finishing.
- Problem Solving - Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; conducts honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- Action Oriented - Enjoys working hard; is full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities when appropriate.
- Results Oriented and Accountable - Can be counted on to exceed goals; is constantly and consistently one of the top performers; steadfastly pushes self and others for results.
- Written Communication - Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.
- Discretion and Sound Judgement - Is able to deal with sensitive issues and information in a professional and, as required, confidential manner.
- Team Oriented - Works effectively with others; actively contributes to the achievement of group and organizational goals; accepts shared responsibility and ownership of projects.
- Integrity - Is widely trusted and seen as direct, truthful individual; keeps confidences; admits mistakes; doesn't misrepresent her/himself for personal gain.
- Practicality - Balances creativity with the ability to accomplish practical application of creativity to real world situations.

Physical Conditions and Nature of Work Contacts: Work is performed in a normal office environment and occasionally outside in all types of weather. The work requires the ability to talk, listen, observe, stoop, reach, sit, stand, move, climb and descend stairs, use repetitive motions, and traverse uneven terrain. The position requires the ability to operate a telephone, computer keyboard, copier, other typical equipment and motor vehicle, vision to read materials and a computer screen, and hearing and speech to communicate in person and over the telephone. Work requires lifting or moving up to 50 pounds. When necessary, position requires the ability to work unusual shifts, including nights and weekends and travel to trainings out of the area. Work may require substantial driving because of the size of the District. Tasks require alertness to avoid potentially hazardous conditions.

A college degree is preferred, but equivalent experience will be considered. A District vehicle is typically provided for work related travel. Applicant must have a valid Virginia driver's license and must be willing to provide his or her own transportation while on the job if District vehicles are not available. Mileage will be reimbursed at the current federal mileage rate for work related trips (not including to and from office). The duties of this position are considered non-exempt under the FLSA. The TJSWCD benefits package includes fully paid individual employee health benefits, vacation and sick leave, and paid holidays.

Salary: TJSWCD Pay Grade 9 Range depending on experience. Hiring range \$29,811 to \$35,773.

The District utilizes the Albemarle County Pay Scale found online here:

<https://www.albemarle.org/departments.asp?department=hr&relpage=3717>

Limited One Year Term Position

This is a one-year limited term position, with the potential for a second year.

To apply, please submit a completed Application, Resume, a Cover Letter, and at least 3 current references and their current contact information to Anne Coates at anne.coates@tjswcd.org

You can find a copy of the Application online at <https://www.tjswcd.org/>

Priority will be given to applications received no later than 5:00 PM Eastern Time on July 12th 2019. Position is open until filled. Position is subject to 60-day probationary period. Probationary Period may be extended.

Employment Eligibility: The successful applicant will be asked to show proof of citizenship or proof of eligibility to work in the United States.

The provisions of this bulletin do not constitute an expressed or implied contract and may be modified or revoked without notice. The TJSWCD is an equal opportunity employer, makes employment decisions on the basis of merit, and prohibits unlawful discrimination based on race, religion, color, sex, age or marital status.

For more information, please contact Anne Coates, District Manager at 805-455-2820.