

Columbia Conservation District

Administrative Specialist

Salary Range:

\$23 - \$26 per hour – Starting Pay

HOURS: Regular; Full Time

8am – 4pm office hours

Benefits Package:

12 Paid Holidays, Accrued Sick and Annual leave, Medical Stipend of \$600/month, and PERS2/PERS3 retirement.

Mission of the Columbia Conservation District

“To sustain the way of life for local farmers, ranchers, and foresters by protecting our natural resources through support and education.” (Updated 2023)

Vision of the Columbia Conservation District

Columbia County residents will be enabled to implement stewardship of our natural resources through voluntary practices without compromise to economic viability or social standards of the region.

Function of the Columbia Conservation District

To take available technical, financial and educational resources, whatever their source, and focus or coordinate them so that they meet the needs of the local land manager with conservation of soil, water and related natural resources.

Position Description

Title: Administrative Specialist

Introduction: Within the policies of the Conservation District Board of Supervisors and under the supervision of the District Manager, the duties of the person in this position will be to work proactively with private landowners, District staff, and agencies to oversee conservation programs, will ensure the operational needs of the office are met, to provide project administrative duties as needed, and when called upon, to conduct educational activities related to the improvement of natural resources on private lands.

The major responsibilities of the Administrative Specialist include, but are not limited to:

- Provide technical services, for the Burn program including permit writing, metering, and purchasing.
- Independently plan, organize, and coordinate education outreach activities, including newsletters, website, spring tour, annual producer meeting, etc.
- Office Admin - Organize project files, maintain efficient materials resources for office needs, maintain effective office hours for landowners needs, etc.
- Physical Requirements include but are not limited to: ability to conduct office duties on a computer or at a desk for 8 hrs per day 5 days per week.
- Computer skills to include: Word, Excel, Power Point, Publisher, Access/Web Data Base applications, Google Earth/ARC Map/ARC Pro/GIS Mapping, Cloud storage & operational knowledge.
- Work cooperatively with District staff, landowners and coordinating agencies to effectively implement assigned grant program requirements.
- Communicate project activities to Board, co-workers, granting agencies, project partners and the community.
- Provide general technical assistance and information as needed to the public.
- Enhance public awareness and knowledge of the value of healthy natural resources, and the need to maintain diverse, productive, and sustainable agricultural and watersheds, as part of the District's education and outreach program.
- Performs other duties as assigned by supervisor.
- All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the Columbia Conservation District.
- Be able & willing to travel, attend out of area training opportunities.
- Perform a variety of office and field functions in the performance of this position.

Performance Review:

- Performance of each duty in this position will be evaluated against the requirements developed for this position after 180 days and yearly thereafter as deemed by the District Manager and Board of Supervisors and the District Policy Manual.
- This evaluation will be discussed and reviewed with the employee.
- Performance rating is an overall evaluation of performance in the judgment of the District Manager, and it will be the basis for any merit pay increases granted by the District Board.

Supervision:

The incumbent of this position is under the direct supervision of the District Manager. Conflicts in assignments will be resolved by the District Manager.

Compensation:

Wage depends on qualifications and experience. Salary Range (employee career, moves up with COLA increases): **\$23 - \$32 per hr.** Benefits include 12 paid holidays; paid annual and sick leave; employer retirement contributions into state PERS; and a medical allowance of \$600 per month provided.

Application packets (cover letter, resume, and application) will be accepted either in the office or via email to districtmanager@columbicd.com or by mail to:

Columbia Conservation District
202 South 2nd Street
Dayton, WA 99328

This position will remain open until filled. Contact Aneesha Dieu at 509.629.4333 or email districtmanager@columbicd.com for a completed job description and with questions.

All programs and services of the Columbia Conservation District are offered on a nondiscriminatory basis, without regard to age, race, color, national origin, religion, gender, sexual orientation, marital status, disability, or any other legally protected status under any federal, state, and local laws.

