



JEFFERSON COUNTY SOIL AND WATER CONSERVATION DISTRICT

www.jeffersoncountyswcd.org

25451 State Route 12, Watertown, NY 13601
Telephone (315) 782-2749

Office Manager

Our mission is to bring people, government agencies, and private interests together to manage Jefferson County's natural resources and environmental concerns.

We are seeking an Office Manager to fill a vital role. This position includes the fiduciary responsibility of reporting all financial data to the Board of Directors with diligence. Strong ethics and adherence to regulations are crucial. Work is performed independently, professionally, and under minimal supervision.

Salary range: \$60,000-\$80,000 based on education and experience (see below)

Residency requirement: Candidates must be a resident of New York State, preferably a resident of Jefferson County or a contiguous County (Lewis, Oswego, or St. Lawrence), at the time of hire.

Benefits: Health and dental insurance, disability insurance, paid time off (vacation, sick leave, and federal holidays), NYS Retirement (optional until position becomes permanent*), and NYS Deferred Compensation.

*This is a provisional appointment until successful ranking on the civil service exam.

Application for employment is available on Jefferson County's website under Human Resources, Civil Service Forms: <https://co.jefferson.ny.us/media/HR/07-19%20APPLICATION%20FOR%20EXAMINATION.pdf>

NOTE: Background check will be required.

Application deadline: Friday, May 2, 2025

Jefferson County Civil Service competitive position - Equal Opportunity Employer

Education/Experience:

- Graduation from a regionally accredited or New York State registered college with a bachelor's degree in business, accounting, or related field; with one year of related professional experience; OR
- Graduation from a regionally accredited or New York State registered college with an associate's degree in business, accounting, or related field; with three years of related professional experience; OR
- High school graduation or GED with 5 years of related professional experience; OR
- An equivalent combination of training and experience as defined above.

Examples of work (*Illustrative only*)

- Communications: Prepare and review correspondence, agreements, policies, newsletters, press releases, website, and social media content.
- Board of Directors: Prepare agendas, minutes, and reports. Provide clear, accurate, and organized financial reports. Track director attendance, terms, mileage, training. Assist directors as needed to meet NYS performance measures and to conduct an annual audit.

Examples of work (*Illustrative only - continued*)

- Human Resources: Follow civil service requirements. Maintain employee handbook with current policies and procedures. Maintain employee personnel files, and track employee leave time. Perform employee appraisals, assist with hiring/terminating employees, and make salary recommendations to the board. Obtain quotes, analyze options for insurance coverage, administer staff benefit programs, and function as liaison for employees. Provide and track employee benefit disbursements. Monitor staff in areas of tardiness, conduct, and take corrective action as needed.
- Inventory: Maintain inventory of supplies and field equipment. Purchase or assist staff in the sale or acquisition of supplies, equipment and vehicles as needed.
- Programs/Projects: Assist with the implementation of a variety of programs, including field work. May include lifting assorted items weighing forty (40) pounds or less, lengthy periods of standing, or other physically demanding work. Update an annual plan of work. Complete numerous annual reports to summarize conservation activities of the previous year.

Knowledge, skills, and abilities:

- Bookkeeping skills, accounting practices and data management: Compile, organize, and analyze data, generate spreadsheets/reports. Analyze cost-effectiveness as well as conservation efficiency, to develop a fiscally sound budget. Monitor budget, revenue, and expenses in accordance with NYS Office of the State Comptroller best practices.
- Proficiency in Microsoft Office, Word and Excel.
- Strong organizational and time management skills: Self-motivated with attention to detail; ability to act independently and successfully meet deadlines.
- Effective supervisory/interpersonal skills: Strong leader who is adaptable, dependable, adept at problem solving/conflict resolution, team building, and maintaining confidentiality. This person should be personable with an ability to establish and maintain effective work relationships with colleagues, vendors, and the public while maintaining a positive attitude.
- Standard office practices: filing, answering phones, data entry, reviewing correspondence, responding to email/voicemail in a timely manner, preparing invoices/receipts, and preparing minutes.
- Strong communications skills– verbal and written: Prepare correspondence, agreements, policies, and procedures, including maintenance of the District website and Facebook page.
- Valid NYS Driver's license

Schedule: Typically, Monday – Friday, 8 am to 4:30 pm in addition to monthly evening board meetings. An occasional weekend and/or overnight in-state travel may be necessary, mostly for training purposes or other meetings. Day trips within the area are required; therefore, a personal vehicle is necessary. Mileage is reimbursed at the current IRS rate.

To apply: Send a completed application (see page 1) with a resume and contact information for three professional references and three personal references. Include official transcripts for any degree listed. Include a cover letter identifying how you meet the criteria listed in the knowledge, skills, and abilities portion of this announcement. **Incomplete submissions will not be considered.**

Send to: Jason Bast, Chair
Jefferson County Soil and Water Conservation District
25451 State Route 12
Watertown, NY 13601