

OFFICE MANAGER/ SOIL AND WATER CONSERVATION DISTRICT

DISTINGUISHING FEATURES OF THE CLASS: This is a high level clerical position that provides administrative support for all of the activities of the Ulster County Soil and Water Conservation District. The work includes all clerical, bookkeeping, payroll, and tax duties, record keeping, filing, and typing duties as well as responsibility for office management and liaison work. The incumbent facilitates administrative actions, which have been reviewed and approved. A significant portion of the work involves typing or word processing; and the preparation of fiscal and technical report components. Work is performed under the general supervision of the District Manager with leeway allowed for the frequent exercise of independent judgement in planning and coordinating the non-technical day to day activities of the District. Supervision of subordinates is not normally a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists the District Manager in carrying out the specialized services of the department;

Assists in coordinating district activities with those of cooperating agencies as directed by the Board of Directors;

Assists with calculations and recommendations of schedules of payment and/or margins of cost for services rendered;

Responsible for the collection, deposit and accounting of funds received for services rendered;

Provides the District Manager with information needed or requested by the Board of Directors, cooperating agencies, or the Ulster County Legislature;

Serves as the Recording Secretary to the Board of Directors and assists the District Treasurer;

Serves as receptionist, providing the public with aerial photographs, soil survey data reports, topography maps, and other available information upon request;

Provides information and statistical records to assist the District Manager in developing the District annual budget, assists in the preparation of all financial requests for federal, state and county reimbursements;

Responsible for obtaining and maintaining all District employee health insurance coverage;

Collects and compiles data, in collaboration with the District manager, for all statistical reports as required by cooperating agencies, and by rules, regulation or statute;

Operates a typewriter, word processor, personal computer, etc., at an acceptable rate of speed and accuracy;

Assists District Manager in preparation and publishing of public relations materials and news releases, including the District newsletter;

Keeps accurate inventory control of departmental supplies, equipment, and related materials, as well as being responsible for maintaining office equipment and service contracts.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures and methods; good knowledge of business arithmetic and English; good knowledge of the principles and practices of office management; working knowledge of the functions of local government and the relationship among cooperating agencies; working knowledge of the principles and practices of account keeping and budget control; ability to understand and apply complex oral and written directions; ability to type accurately at an acceptable rate of speed; ability to prepare correspondence and reports for a variety of constituents; ability to assist in the preparation of promotional and public relations materials ; ability to establish and maintain good working relationships with a diverse group of agencies, constituents and municipalities; ability to communicate effectively both orally and in writing; integrity, initiative and resourcefulness, tact, courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration, Accounting, Secretarial Science or a closely related field; **OR**

B. Graduation from a regionally accredited or New York State registered college or university with an Associates degree in Business Administration, Accounting, Secretarial Science or a closely related field, and two (2) years of full-time paid, or its part-time equivalent, work experience in a secretarial position which involved responsibility for administrative details; **OR**

C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid, of its part-time equivalent, work experience as defined by the limits of B above.

D. An equivalent combination of training and experience as defined by the limits of A, B, and C above.

Special Requirement:

Possession of a valid New York State Drivers License is required at the time of appointment

ULSTER COUNTY
4569 OFFICE MGR
Classification: Exempt
OA

Adopted: November 6, 2002