

APPENDIX B1: Peter Francisco SWCD Job Description – Operations Manager (Admin)

Salary:

State Pay Band 4, or to commensurate with experience. This position is classified as EXEMPT under the Fair Labor Standards Act.

Benefits: Virginia Retirement System, health insurance, annual leave and sick leave

Description of Work:

The position oversees the administrative and financial functions, performs clerical service, and maintains a strong public relations effort for the Peter Francisco Soil & Water Conservation District (PFSWCD). This position will perform operational duties as directed as well as assisting District staff promoting the delivery of programs and information with: private landowners, local government, agency/partner staff, volunteers, and interns.

This position is under the supervision of the District Manager/Sr. Conservation Specialist, the Personnel Committee and the Peter Francisco Soil and Water Conservation District (PFSWCD) Board of Directors, who will work with employee to establish priorities.

Qualifications:

- College degree preferred and/or work experience in office operations, accounting, bookkeeping and computer skills as necessary to perform duties
- Knowledge in payroll and taxes
- Ability to develop and manage budgets
- Ability to schedule time, work independently
- Perform accurate and thorough office management/organizational skills
- Effective oral and written communication
- Knowledge or experience in agricultural, natural resources and conservation
- Ability to pass the security background investigation
- Ability to lift and carry moderate weight (30 lbs.) and could involve walking over difficult terrain.
- Must have a valid Virginia drivers' license and must be willing to provide own transportation on the job, if a vehicle is not available. Mileage will be reimbursed at the current state mileage rate.

Duties:

1. Assist the Board of Directors and staff in the day-to-day business and financial operations of the PFSWCD
2. Assigned as: FOIA Officer and Records Retention Officer
3. Responsible for financial record management in accordance with the *Desktop Procedures for District Fiscal Operations* and *the District's Policy Manual*
4. Responsible for compliance with grant deliverables and the timely submission of reports
5. Serves as signature authority for all financial activities for the district as noted in the policy manual, under the supervision of the District Manager/Sr. Conservation Specialist.
6. Responsible for maintaining banking accounts and statements
7. Responsible for accurately maintaining District financial, clerical, and administrative records on computer (QuickBooks)
8. Responsible for preparing payroll for all personnel, which includes knowledge of tax laws, retirement, health deductions, Virginia Retirement Service (VRS);
9. Assist District Manager in Defining and Delimiting the Exemptions for Executive, Administrative, Professional, Outside Sales, and Computer Employees implementing the exemption from minimum wage and overtime pay requirements for executive, administrative, and professional (EAP) employees. Revisions include increases to the standard salary level and the highly compensated employee total annual compensation threshold, and a mechanism (through testing).
10. Performs office functions for PFSWCD such as: answering phones, sending emails, filing documents, preparing reports, maintaining time and travel vouchers for staff/Directors, and maintaining an organized office
11. Assist with greeting visitors, accepting cost-share applications, directing inquiries and other clerical assistance, as needed
12. Assist in the maintenance and revision of PFSWCD policies and in the development of the Annual Report, Annual Plan of Work, Fiscal Year Budgets, Strategic Plan, and other related District reports with designated committees as applicable

13. Oversee and attend the PFSWCD monthly meetings and provide a monthly staff report to the Board of Directors.
Responsible for planning, preparing an agenda and related items for monthly meetings, transcribes minutes, treasurers report and provides follow-up on meeting actions
14. Assist with the management of the conservation no-till drill rental program
15. Responsible for maintaining district inventory
16. Attends special meetings as requested by the District Board
17. Assist with and perform all other duties assigned in regard to the delivery of programs on natural resource conservation (cost-share and education programs)