

Van Buren County Conservation Board

816 Franklin Street, Keosauqua, Iowa 52565

Office: 319-293-3589

**POSITION DESCRIPTION**

**DEPARTMENT TITLE:** Office/Building Manager **REPORTS TO:** Executive Director

**SUPERVISES :** **FLSA STATUS :** Non - Exempt

**NAME:** **REVISION DATE:**

**PURPOSE OF POSITION:**

Responsible for providing administrative assistance to the Executive Director and manage historic Bentonsport buildings. Performs a wide variety of professional and administrative duties related to the operations of the department. Coordinates reports, documents, financial procedures, county website management, and daily communications with the public.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Works directly with Executive Director in all aspects of department policies.
* Frequently composes routine correspondence without instruction or review; interprets administrative decisions and policies.
* Performs a variety of office administrative tasks: keeping budget data, purchasing data, maintaining office files, taking minutes at board meetings and compiling a variety of reports.
* Maintains financial records, prepares claims for subsequent payment by assigning codes to correct budget items; records all financials into appropriate spreadsheets.
* Administers department website, and all social media platforms, including on-line reservation program.
* Assist with newsletter formatting; Answers multi-lined telephone line; Receives, opens, and corresponds mail; Greets the public and provides answers related to department policy, campgrounds, fees, and other conservation department related subjects.
* Collect and process camping and other fees; Accurately counts and records money received; Prepares deposits.
* Enters data in computer programs concerning the budget; Runs account summaries on a monthly basis and compares with other County offices’ figures.
* Arranges and assembles materials for Board meetings.
* Compiles department’s Annual Report; REAP verification; Determines camping, and other year-end totals, and provides reports for park use and associated revenues.
* Management of department’s buildings: sets and execute contracts with renters, collects rent, manages maintenance and repairs to buildings, attends merchant meetings, assist in events.
* Examines, checks, and verifies statistical and other reports for completeness, adequacy, and accuracy. Determines whether reports or documents meet established requirements and communicate/advise with the Executive Director.
* Monitors office supplies and make purchases when needed;
* Keeps records of all licenses and permits required by department.
* Attends regional and statewide meetings.

**QUALIFICATIONS:**

* **Education:** Graduation from a two (2) year college or university with major coursework in office administration, business, or related field. **OR**
* **Experience:** Minimum of four (4) years of progressive administrative and office experience, and a demonstrated knowledge of areas of clerical and progressive thought.
* Must be willing to work weekends, holidays, irregular or special event hours, if necessary.

**USEFULL CERTIFICATIONS AND TRAINING:**

* Demonstrated computer knowledge required – word processing, spreadsheet proficiency, and use of Microsoft Office, website proficiency, and other programs is preferred.
* Iowa Driver’s License
* First Aid/CPR certification
* Grant writing

**Or Able to Obtain within One (1) Year of Offer of Employment**

**MINUMUM PHYSICAL & MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL DUTIES/FUNCTIONS:**

* *Administrative duties* require the use of personal computers and programs – Microsoft Office Programs; Office Communications systems (email, phone, voicemail, text); Ability to use basic math; Accounting practices; Ability to sit for extended periods of time; Ability to interact with a variety of people in a variety of circumstances; Multi-tasking; Work involves numerous interruptions.

**Will be subject to pre-employment background check, driving record, physical and drug screening.**

1. Marginal functions of this position that are incidental to the performance of essential job duties have been excluded from this job description.
2. Essential duties and responsibilities are subject to modification to reasonably accommodate qualified individuals with or without disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the County.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Initiative and Integrity are a must.
4. The County reserves the right to change or re-assign job duties or combine positions at any time.

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Employees Signature Supervisors Signature/Title

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Date Date