



FORD COUNTY SOIL AND WATER CONSERVATION DISTRICT

1380 W. OTTAWA, PAXTON, IL 60957

Phone (217) 379-4388

fordcountyswcd@gmail.com

<http://fordcountyswcd.tripod.com/>

FORD COUNTY SOIL AND WATER CONSERVATION DISTRICT IS TAKING APPLICATIONS FOR THE FOLLOWING POSITION:

ADMINISTRATIVE COORDINATOR

Seeking a 40-hour per week employee with starting wage of \$37,440-\$41,600/year (\$18-\$20/hour) plus benefits including Health Insurance covered 100 % for employee, with a 6 month review. Applicant must have excellent people skills, with good oral and written communication skills. Creative thinking is a plus. The District has many different activities and deadlines throughout the year and this position must be highly organized with ability to multi-task. Previous secretarial and/or agricultural experience with an interest in conservation is preferred. Job responsibilities are listed below:

A. ADMINISTRATIVE

1. Understand and assist the Board of Directors in following procedures for any amendments to the District Operations Handbook, the District Act, the Open Meetings Act, and agreements between the District and other agencies.
2. Prepare reports requested by Bureau of Land & Water Resources (BLWR), Association of Illinois Soil & Water Conservation Districts (AISWCD), Natural Resource Conservation Service (NRCS), or any other cooperating agencies and/or individuals.
3. Prepare for monthly board meetings: develop agenda, financial reports, research administrative information and options necessary for Board decisions, and provide leadership for Board committees.
4. Prepare and evaluate the Annual Budget with the Board and other staff.
5. Assist office personnel in current fundraising projects and seek additional funding opportunities, such as new grant projects.
6. Attend necessary meetings, workshops, training courses, tours, etc. held by BLWR, AISWCD, NRCS, Land Use Council, National Association of Conservation Districts (NACD) or other cooperating agencies that will enhance District programs.
7. Prepare Annual Report for the District.
8. Responsible for developing a system for efficient office administration, workload accomplishment, and managing the District's day-to-day administrative operations.
9. Complete online/in person training courses as assigned by office staff, Board, and/or NRCS

B. EDUCATION / INFORMATION

1. Develop, organize, and promote District activities and materials.
2. Maintain a current listing of resources available for distributing information to schools, teachers, libraries and community group leaders.
3. Participate in youth and adult conservation education programs such as: FFA Soil Judging, Conservation Days at local schools, 4-H Judging, and other presentations.



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C. CLERICAL

1. Operate computer programs pertaining to SWCD & NRCS. Experience with QuickBooks and Microsoft Office is preferred.
2. Handle all accounting for the district, including accounts payable/accounts receivable, payroll, bank reconciliations, payroll tax filings, W2 and 1099 filings, and compiling information for annual audits.
3. Maintain District and NRCS files, records, cooperators agreements, mailing list, pictures, etc., as prescribed by the Board, NRCS and State guidelines.
4. Serve as office receptionist to SWCD and NRCS.
5. Take orders, prepare bills, receive payments, and maintain records for sale materials such as trees, fish, flags, plat books, rental equipment, and newsletter advertisements.
6. Responsible for updating files and tracking reconstitutions.
7. Make necessary arrangements for all meetings, workshops, tours, etc., as directed by the Board.
8. Provide clerical support for field office.

D. TECHNICAL ASSISTANCE

1. Work with landowners and office staff to conduct field survey and design for developing conservation plans to address resource concerns.
2. Assist office personnel with the Partners for Conservation Program.
3. Administer Contribution Agreement with NRCS for assisting with Conservation Reserve Program (CRP), Environmental Quality Incentive Program (EQIP), Conservation Stewardship Program (CSP), and Conservation Reserve Enhancement Program (CREP) workloads. Provide technical and administrative support as required.

E. CIVIL RIGHTS RESPONSIBILITIES

1. Display courteous and tactful behavior towards internal and external customers, supervisors, and co-workers. Project a positive and professional image of the SWCD. Perform all duties in a manner which demonstrates fairness, cooperation, and respect toward co-workers, office visitors and all others in the performance of official business. Demonstrate an awareness of civil rights policies.
2. Assist in keeping the Civil Rights notebook up to date.

Selected candidate will be required to get fingerprinted, and complete a federal background check.

Send resume, cover letter, and three references to fordcountyswcd@gmail.com Resumes will be accepted until the job is filled.

NO PHONE CALLS PLEASE

Ford County SWCD is an equal opportunity employer. All programs and services of the Ford County SWCD are offered on a nondiscriminatory basis, without regard to race, color, national origin, religion, gender, sexual orientation, age, marital status, or handicap.