



Winnebago County

*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Administrative Associate

**LOCATION:** Land and Water Conservation

**HIRING RANGE:** \$20.41 - \$22.73/Hr.

**STATUS:** Full time

**HOURS PER WEEK:** 37.5

**WORK HOURS:** 8:00 am – 4:30 pm

**APPLICATION DEADLINE:** Recruitment will be ongoing

*Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

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## WINNEBAGO COUNTY POSITION DESCRIPTION *September 2017*

**POSITION TITLE:** Administrative Associate – LWCD

**DEPARTMENT:** Land and Water Conservation

**PAY BASIS:** Hourly

### **PURPOSE AND SUMMARY:**

Provides administrative professional support to the Land and Water Conservation Department staff and the Land Conservation Committee. Ensures accuracy of financial records for the department.

### **ESSENTIAL FUNCTIONS:**

1. Performs secretarial tasks such as producing letters, reports, and memoranda, making photocopies, maintaining filing systems, scheduling meetings, receiving and distributing incoming and outgoing mail. Communicates in an effective manner with County employees, co-workers, and the general public. Answers telephone, takes messages, and answers inquires within assigned scope of responsibility.
2. Reconciles accounts payable and receivable records in accounting system, and resolves discrepancies. Ensures prompt payment for all billings, generates invoices, and receives, receipts, and deposits all revenues. Maintains accounting ledgers and other

records detailing financial business transactions. Enters data into computer system using defined computer programs.

3. Maintains department's website, contractor lists, and Access databases. Responsible for maintaining and transmitting requests for proposals. Leads and oversees poster contests for local and area competitions.

### **ADDITIONAL ESSENTIAL DUTIES:**

1. Helps assist the department head in all aspects of budget management including annual budget planning, budget transfers, purchase order submittals, and monthly reports.
2. Verifies all purchases made on department's procurement card and reconciles in accounting system.
3. Manages petty cash funds for the department and distributes reimbursements to the UWEX office when necessary.
4. Organizes materials and operates yearly tree sale. Works closely with DNR Forester to compile database of landowners and schools used to generate correspondence and reports for tree sale.
5. Provides assistance for submitting Soil & Water Resource Management (SWRM) Grant Extension Request and Reimbursement Requests to the state by reviewing for accuracy and generating electronic copies. Completes the accounting for the SWRM Grant Staff Reimbursement Request.
6. Generates the Wildlife Damage Abatement and Claims Program (WDACP) Reimbursement Request for submitting to state by gathering documents and entering account information. Transmits documents electronically to appropriate agency contact. Works closely with auditor and Assistant Finance Director for documenting all grants' activity.
7. Processes all paperwork for Conservation Reserve Enhancement Program (CREP) 15-year agreements; includes: agreement, service fee agreement, and environmental benefits reports for the state. Responsible for ensuring that all documents are properly signed by landowner(s). Prepares CREP yearly expense report for the state.
8. Oversees the reservations for equipment rentals and generates contracts if necessary.
9. Compiles Land Conservation Committee (LCC) meeting packets and distributes all postings of LCC meeting agendas and minutes in a timely manner. Transcribes staff meeting and any other requested meeting minutes.
10. Prepares department's Personnel Action Forms.
11. Provides all professional support related training to new, part-time, and volunteer staff.
12. Manages inventory, placement of orders, and cost containment for all office supplies.
13. Maintains and processes forms.
14. Performs other related duties as may be assigned.

### **WORK RELATIONSHIPS:**

1. Reports to Director of Land and Water Conservation.
2. Works regularly with the general public, Winnebago County employees, Land Conservation Committee, and other state and federal agency personnel.

### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Associate Degree in office administration or a related field.
2. A minimum of five years' work experience performing secretarial services including substantial experience in accounting practices; or equivalent combination of education and experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Good knowledge and use of office terminology and equipment.

2. Knowledge and proficiency in business mathematics, basic accounting principles, and grant reimbursement procedures.
3. Ability to type 40 words per minute.
4. Strong written and verbal communication skills including spelling, punctuation, grammar and proofreading.
5. Advanced knowledge of and proficiency to use Microsoft Office applications (Word, Excel, Access, Publisher, and Outlook) and ability to learn and use Munis, ShoreTel Communicator, Request For Proposal Report and App Launcher, and Adobe Acrobat DC software.
6. Demonstrates skills in giving and/or receiving complex, verbal and written instructions.
7. Strong organization and prioritization skills required with demonstrated ability to work independently with minimum supervision.
8. Demonstrates good judgement, tact, and courtesy with the general public and other agency personnel.
9. Ability to make decisions in accordance with laws, regulations, and established procedures.
10. Access to motor vehicle and commitment to meet and maintain the County's automobile insurance requirements.

**PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting with frequent interruptions.
3. Ability to use and care for standard office equipment including telephone, computer, photocopier, scanner, calculator, laminator, binder, and folder.
4. Ability to occasionally lift or move up to 40 pounds.
5. Ability to travel to other County departments and locations.