



Allamakee County Conservation Board

Driftless Area Education & Visitor Center
1944 Columbus Road | Lansing, IA 52151
Phone: 563-538-0400 | E-Mail: accb.director@gmail.com
Website: allamakeecountyconservation.org

The Allamakee County Conservation Board is currently accepting applications for a full-time Office Manager.

The position will average 40 hours per week. The position will include some evenings and weekends. Responsibilities include but are not limited to maintaining a social media presence, maintaining a webpage, writing news releases, record retention, processing claims, and organizing volunteers.

Skills/Qualifications: Possess the ability to effectively communicate in writing, use of Microsoft Office programs, manage administrative processes, good organizational skills, professionalism, problem solving abilities, knowledge of basic accounting processes, good verbal communication skills, and the ability to effectively work with the public.

Qualifications: 18 years of age, possessing a valid Iowa Driver's License, and being eligible for coverage under the County Motor Vehicle Policy. Physical requirements include the ability to lift medium weight objects, long periods of standing, sitting, bending, and reaching.

TO APPLY: Send a cover letter, resume, and county employment application to the Allamakee County Conservation Board 1944 Columbus Road, Lansing, Iowa 52151. Online applications can be sent to accb.offmanager@gmail.com. Applications are available at the Auditor's Office in the Allamakee County Courthouse or online at <http://www.allamakee.us/employment> along with a job full description. Applications should be postmarked no later than Friday May 18, 2018.

Allamakee County is an Equal Opportunity Employer

Allamakee County Conservation Board
Office Manager - Administrative Assistant

Definition:

A full-time permanent employee for the Allamakee County Conservation Board who performs a wide variety of professional and administrative duties related to the day-to-day operations of the department.

Education and Experience/Qualification Requirements:

The office manager should have experience in bookkeeping or a degree in business.

A good understanding of administration, office, and accounting operations

18 years of age, possessing a valid Iowa driver's license, and being eligible for coverage under the county motor vehicle insurance.

Ability to lift medium weight objects, long periods of sitting, standing, bending, and reaching.

Willingness to work some weekends, holidays, and nights.

Knowledge, Abilities, and Skills

Administrative writing and speaking skills.

Knowledge of and ability to use Microsoft Office programs.

Knowledge of basic accounting processes

Ability to establish and maintain effective working relationships with groups, organizations, the general public, and colleagues.

Highly organized and having problem solving abilities.

Ability to prepare news releases, fliers, and other basic publicity.

Ability to compose letters, records, meeting minutes, news releases, and grants.

Basic knowledge of the workings of county government.

Basic knowledge of environmental and conservation education principles and concepts.

Ability to accept supervision and verbal and written direction from the Director.

Principle Duties and Responsibilities: Include, but are not limited to:

Attends all meetings of the board and records accurate minutes of the same.

Assist in creation and maintenance of a social media presence and department webpage.

Responsible for filing reports and maintaining accurate files for all aspects of the department.

Keeps complete and accurate records and files on all transactions of the department.

Works with the public by answering phone calls/questions or aiding them in locating the agency that has the information that they are seeking. Also disseminates conservation related material.

Performs such office duties as bookkeeping, typing, payroll, claims, various reports, and filing.

Maintain records for programs and donations

Performs other related duties as directed.

Personal Attributes:

- Accurate
- Friendly
- Honest
- Flexible
- Resourceful
- Driven
- Self-disciplined
- Creative
- Sense of Humor

Salary Guidelines:

This position is considered a permanent part-time employee, paid on an hourly rate based on experience and qualifications.