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Office Manager

DISTRICT CULTURE

The St. Vrain and Left Hand Water Conservancy District (“District”) was formed to develop and manage water projects, facilitate water conservation, protect water quality, and educate the public. As a local government, non-profit agency we serve Longmont and the surrounding St. Vrain and Left Hand valleys.

The St. Vrain and Left Hand community is craving holistic, sensible, and apolitical leadership across the watershed. The District is in its 50th year and is now poised to transition from its early role as a facilitator to a broader role as a leader and implementer in the water sector.

District policies and vision are instituted by its Board of Directors. District staff implement the programs, services, and projects aligned with policy and organizational vision. Staff are dedicated, talented, and passionate. As a small, nimble and flexible organization, staff are empowered to manage their own workload and seek opportunities to create efficient methods to successfully accomplish tasks. Team members are asked to be responsible stewards of the public’s trust and perform and conduct business that maintains constituent confidence while demonstrating a high level of excellence.

This position is a critical part of the District team, and the District is seeking someone who can embrace the culture, match the high level of team energy, and derives satisfaction in supporting the organization, the team, board members, and District constituents to achieve the District’s mission.

GENERAL JOB SUMMARY

Serves as the primary administrative staff for the District. Exercises frequent independent judgment within agreed-upon limits. Under minimal supervision, provides a wide variety of administrative support functions for the entire team. Serves as assistant to Executive Director in day-to-day administrative capacity, including scheduling meetings, and fielding phone calls as requested/required. Supports the administration of a District membership program. Prepares digital Board packets and agendas, handles in-meeting logistics, and produces meeting minutes.

ESSENTIAL FUNCTIONS

Office Management – Under general supervision of the Executive Director create and maintain an office environment that reflects District culture by:

- Maintaining department personnel files and other confidential files
- Processing all department incoming and outgoing employees
- Maintaining and assisting in developing effective processes that complement the organizational culture
- Assisting with preparation of evaluations and ensure all year-end evaluations are processed
- Monitoring and evaluating administrative support processes and policies to ensure conformance with department policies and expectations
- Administering insurance policies including the employee benefits program, ensuring compliance with all legal and plan requirements
- Assisting in the preparation, development, and distribution of policy and procedure manuals, and employee handbook
- Addressing employee queries regarding office management issues
- Primarily in charge of maintaining common areas such as kitchen, reception area and conference rooms

Executive Assistant – Support the Executive Director with administrative support by:

- Assisting with correspondences, planning meetings, filling, review and assist with execution of contracts, review proposals, preparing travel arrangements, sort and deliver daily mail, keeping board files up-to-date, and accessing MS Outlook calendar to set up internal and external meetings
- During Executive Director absences coordinate incoming messages, phone calls and visitors

Administrative Assistant – Support the organization and individuals to achieve the District's mission by:

- With a strong emphasis on customer service, provide front-line response to a variety of public and internal inquiries regarding District activities, policies, programs, procedures, and projects over the phone, in person and through written correspondence; coordinate distribution of information to appropriate team member
- Distributing incoming mail; handle incoming/outgoing deliveries; perform front desk opening and closing duties and other front desk duties as assigned
- Assisting as needed with troubleshooting of copiers, faxes and other office equipment
- Performing data entry
- Scheduling appointments, arranging and coordinating meetings, handing travel arrangements for team members as necessary
- Collaborating with District Bookkeeper to resolve financial, budget, and payroll issues
- Processing accounts payable invoices, in accordance with District policies and procedures, and preparing for District Bookkeeper to enter into accounting system
- Driving duties such as picking up mail or supplies, making bank deposits
- Completes high level projects and analysis as needed
- Maintain and revise the Ditch Directory on an annual basis with input from ditch representatives

Document Management – Work closely with team to manage file system by:

- Leading process to convert large percentage of District paper files to digital
- Organizing and maintain agreements, contracts, purchase orders and invoices
- Conducting extensive research and retrieval of District records at team member's request
- Maintaining various databases and spreadsheets by performing data entry and information verification
- Assisting team by filing, copying, printing and/or scanning/indexing documents in digital filing system
- Serving as team expert and oversee document management activity including document retention, imaging, and storage
- Acting as Records Custodian in accordance with the District's records retention policy and applicable state statutes

Board Secretary – As the official Assistant Secretary of the Board of Directors, independently execute routine tasks that are necessary for a high functioning board by:

- Coordinating the preparation, posting, and distribution of board materials
- Preparing digital Board packets and agendas, handling in-meeting logistics, and producing meeting minutes
- Coordinating travel/training for board directors, and providing other administrative support as needed
- Working independently to setup meeting room, arrange necessary AV equipment and food service, and schedule attendees
- Handling sensitive, confidential matters requiring discretion
- Scheduling regular and special Board meetings and conference calls

Meeting and Event Coordination – Independently and in support of team members, implement the necessary elements for a successful meeting/event by:

- Scheduling of facilities and events
- Scheduling, providing refreshments, set up/clean up as needed for meetings
- Executing statutory guidelines pertaining to meetings, postings and public notifications

Augmentation Program Membership Support – Work closely with District Water Resources Engineer and Bookkeeper to support the Program by:

- Processing member inquiries and provide information on member applications or terminations
- Collecting payments by mail and process with Bookkeeper
- Directing member inquiries to other resources

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REQUIRED SKILLS

- Office administrative practices and procedures
- Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation
- Basic functions of public agencies including the role of an appointed Board of Directors
- Advanced ability to create documents and materials
- Operate standard office equipment
- Work independently with limited supervision
- Manage time effectively, work under pressure, and meet deadlines while professionally engaging with staff, Board and outside parties
- Effectively perform routine and complex usage on Microsoft Excel, Word, and Outlook
- Discretion to handle sensitive and confidential matters

NECESSARY ABILITIES

- Analyze problems and problem solve
- Attention to detail including proof reading and document formatting and preparation
- Use critical thinking skills
- Use good judgment
- Demonstrate integrity
- Organize and prioritize workload
- Adapt to changing environment

WORKING CONDITIONS

Work is generally performed in a standard office environment. Operates business machines, occasional irregular working hours, and working alone frequently. Physical requirements include frequent use of fingers, use of both hands, sitting, correctable vision, hearing, speaking, and writing; occasional light and moderate lifting, light and moderate carrying, reaching, walking, standing, bending, stooping, twisting, kneeling, squatting, and driving. Mental requirements include frequent reading of documents, use of confidentiality, problem solving, detailed work, math, reasoning, verbal and written communication, customer contact and multiple concurrent tasks; occasionally reads maps and works under stress.

MINIMUM EXPERIENCE, EDUCATION AND TRAINING REQUIREMENTS

A typical way of obtaining the knowledge, skills and abilities outlined above is an associate's (or higher) degree and at least four years of increasingly responsible relevant experience demonstrating reliability, accuracy, and communication skills; or an equivalent combination of training and experience. Experience in a government setting dealing with a Board of Directors is highly desirable.

REPORTING RELATIONSHIPS

Supervision Received: General supervision is provided by the Executive Director.

Supervision Exercised: No supervision of direct reports or for direct staffing decisions.

HOURLY RATE

Position is full-time nonexempt. The hourly rate for the position is \$21.24 to \$28.68. Actual rate is based on education and experience and is negotiable.

BENEFITS

The District provides an excellent comprehensive benefits package that includes health care, retirement benefits, paid days off, paid holidays, and sick leave.

SPECIAL FACTORS

This position requires possession of and ability to retain a current, valid state-issued driver's license appropriate to the assignment. Employees who drive on District business are subject to driver's license checks and must maintain an acceptable driving record. Mileage is reimbursed at current IRS rates.

The District is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws and values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, the District celebrates diversity in the workforce. This position description is a valid statement of the job duties, responsibilities, requirements, and performance expectations of this position.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

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