

Watershed Agricultural Council

Agriculture ♦ Forestry ♦ Conservation Easements ♦ Economic Viability

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nycwatershed.org



Administrative Assistant to the Watershed Agricultural Programs Non-Exempt Employee

The Administrative Assistant to the Agriculture Procurement/Contract Coordinator and Precision Feed Management Team will be responsible for assisting the WAP Contract/Procurement Coordinator with the BMP contract and procurement procedures of the Watershed Agricultural Program and assisting the Precision Feed Management Team as detailed below.

Education and Experience Requirements:

- Associates Degree in related field or equivalent experience.
- Ability to work independently, manage workload effectively, and demonstrate good organizational and communication skills.
- Ability to maintain professional working relationships within a team setting and produce high quality work on a timely basis.
- Good computer knowledge in Micro-Soft Word, MS Excel, MS Access, including proficient in data input, developing spreadsheets and word processing.
- Ability to use MS Word and Publisher to design and format informational pieces for clientele.
- Demonstrate proficiency using Windows based PC to manage data, including uploading/downloading files via the internet.
- Good understanding of general accounting practices.
- Familiarity with agriculture and the dairy and beef industry is desired.
- Be willing and able to work in and around dairy cattle and in farm fields to assist with field data collection
- Must be able to lift at minimum 30 lbs. to assist with data collection in the field
- Must have a valid and current driver's license.

Duties and Responsibilities:

- Provide support to the WAP Contract/Procurement Coordinator including but not limited to:
 - General office duties, including computer work, scanning/faxing, phone calls, site showing minutes and tracking activities within the program area.
 - Prepare Procurement forms and documents in adherence to the BMP Procurement Procedures as requested.
 - Assist with the administrative portions of all sealed bid packages. (i.e.: legal notices, site showings, minutes, bid openings & bid logs) as requested.
 - Assist with the maintenance of participant BMP project files as requested.
 - Assist with the reporting requirements of the BMP Implementation Metric.
 - Assist the technical/engineer, and Whole Farm Planners as requested.
 - Assist with tracking and preparing purchase orders for BMP payments, signatures and forwarding to the WAC Finance Department as requested.
 - Assist with the required reporting for any Agricultural Program non-DEP grants or funding agreements.

- Assist Nutrient Management Team as requested.
 - Attend Program events as required.
 - All other duties as assigned.
- Provide all necessary administrative support and targeted programmatic support to the Feed Management Planning efforts of the NYC Watershed including but not limited to:
 - Data entry into spreadsheets and databases as required.
 - Managing an internet based file directory.
 - Downloading and uploading files from the internet.
 - Assisting Feed Management Planners with assembly of Feed Management Plans.
 - Assisting with Feed Management planning reporting requirements as requested.
 - Assist PFM team in tracking team performance metrics.
 - Process PFM related invoices for payment through CCEDC: Interface with CCEDC administrative staff and PFM vendors as necessary.
 - Preparation of administrative forms.
 - Responsible for Precision Feed Management committee meetings; preparation of materials for distribution, preparation of meeting agendas, taking of minutes, typing of minutes and maintenance of minutes books, setting up and cleaning up meeting room, organizing any meals that may be requested.
 - Responsible for tracking, ordering and storing supplies as requested.
 - Assist PFM planners with field data collection on farms and data processing as requested.
 - Assist PFM staff with on farm data collection and processing for field research and demonstration trials.
 - All other duties as assigned.

Reporting Relationships:

- Works under the direct supervision of the Agricultural Program Manager or his/her designee.