

Watershed Agricultural Council

Agriculture ♦ Forestry ♦ Conservation Easements ♦ Economic Viability

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nycwatershed.org



Watershed Agricultural Council (WAC) Executive Assistant to the Easement Program Non-Exempt Position

The Executive Assistant (EA) is responsible for providing administrative support to the Easement Program. The EA will provide administrative support to both the Acquisition and Stewardship Program areas, as well as to the Program Director. This position works under the direct supervision of the Easement Program Director.

Minimum Qualifications:

- Work independently with little supervision.
- Ability to work well and interact with a diverse group of people.
- Ability to efficiently manage a progressive office environment.
- Possess and exhibit a high degree of professionalism.
- Ability to provide program-related guidance and assist program constituents as needed.
- Must have a minimum of 3 (three) years of office experience.
- Possess strong computer skills, including Microsoft Office Suite and Adobe Acrobat Pro.
- Familiarity with real estate transactions, and/or municipal recordkeeping.
- Familiarity with the area and/or farming community, desired.
- Notary Public, desired.
- Must have a valid NYS driver's license, free of infractions.
- Must be able to lift a minimum of 40 pounds.

Duties and Responsibilities:

- Develop, prepare and mail agendas and committee packets.
- Create meeting minutes and distribute appropriately.
- Enter data into computer.
- Fax requested documentation.
- Answer and place phone calls.
- Schedule meetings and appointments as requested.
- Prepare project related mailings, filings research and reports, including stewardship quarterly reports, and acquisition reports.
- Draft, copy and/or file Memorandums of Contract, Ag/Markets Waivers, TP-584s, W-9s, Conservation Easements, Purchase Contracts, and contracts with consultants such as appraisers, surveyors, and other consultants.
- Assist in the preparation and distribution of Watershed Agricultural Council meeting materials.
- Project a positive and professional image of the Watershed Agricultural Council when greeting and assisting office visitors and taking telephone calls. Responsible for providing back-up for second telephone line.

- Complete and submit all invoices, purchase requests and encumbrance reports to Program Director, and the finance department, in a timely manner for approval and signature.
- Assist Acquisition Specialists with administrative tasks in all phases of acquisition, including all contracting and closing of conservation easements.
- Maintain applicant selection files.
- Assist Stewardship Staff in maintenance of Baseline Reports and Stewardship files and databases.
- Research information at the County Property Tax Offices as needed.
- Provide assistance in the updating of program specific materials on the WAC website.
- Responsible for ordering and distributing all office supplies for the WAC 'Hamden' office.
- Responsible for tracking Council and Committee member attendance and processing of member reimbursement forms.
- Responsible for scheduling and maintenance of WAC Fleet assigned to WAC 'Hamden' office.
- Contact person for vehicle accident reports and insurance claims. Process claims as they occur.
- Other related duties as assigned by Program Director.

I have read, understand and can perform the above listed duties and responsibilities and meet the minimum qualifications for this position:

Employee Signature

Date

Executive Director Signature

Date