

Watershed Agricultural Council

Agriculture ♦ Forestry ♦ Conservation Easements ♦ Economic Viability

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nycwatershed.org



Watershed Agricultural Council (WAC) Administrative Assistant to the Watershed Agricultural Programs (WAP) Non-Exempt Employee

The Administrative Assistant to the Watershed Agricultural Programs will be responsible for assisting the WAP Contract/Procurement Coordinator with the Best Management Practices (BMP) contract and procurement procedures of the WAP as detailed below. In addition, the Administrative Assistant to the Watershed Agricultural Programs will assist the Precision Feed Management Team with data collection and other team support tasks as listed below. This position works under the direct supervision of the Procurement and Contract Coordinator or his/her designee, and in cooperation with, and receives programmatic guidance from, the NM-PFM Team Leader and Team Coordinator.

Minimum Requirements:

- 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.
- Produce high quality work in a timely manner.
- Willingness to learn new skills.
- Possess strong computer skills, including knowledge of Microsoft Office and Adobe Acrobat.
- Possess knowledge of general accounting practices.
- Familiarity with agriculture; dairy and beef industry knowledge is desired.
- Able to work in farm and field environments.
- Must be able to lift a minimum of 40 pounds.
- Must have a valid NYS driver's license, free of infractions.
- Associates Degree in a related field or 3 years' experience.
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Duties and Responsibilities:

Provide support to the WAP Contract/Procurement Coordinator as detailed below:

- Answer phones and place direct calls.
- Data input.
- Scanning and faxing required documents.
- Prepare site showing minutes.
- Track activities within the program area.

- Prepare procurement forms and documents in adherence to the BMP Procurement Procedures.
- Assist with the administrative portions of all sealed bid packages, including but not limited to, legal notices, site showings, minutes, bid openings and bid logs.
- Assist with the maintenance of participant BMP project files.
- Assist with the reporting requirements of the BMP Implementation Metric.
- Assist the technical/engineer and Whole Farm Planners.
- Assist with tracking and preparing purchase orders for BMP payments, signatures and forward to the WAC Finance Department in a timely manner.
- Assist with the required reporting for any Agricultural Program non-DEP grants or funding agreements.
- Assist Nutrient Management Team.
- Attend Program events.
- All other similar duties as requested.

Provide administrative and targeted programmatic support to the Feed Management Planning efforts of WAC as detailed below:

- Data entry into spreadsheets and databases as required.
- Manage an internet based file directory.
- Download, process and upload files to/from the internet.
- Maintain PFM related documents in program directories.
- Assist Feed Management Planners with assembly of Feed Management Plans.
- Assist with Feed Management planning and reporting requirements.
- Assist PFM team in tracking team performance metrics.
- Assist with program mailings to farmer/participants.
- Interface with feed analysis laboratories to acquire analysis results and billing.
- Process PFM related invoices for payment through CCEDC. Interface with CCEDC administrative staff and PFM vendors as necessary.
- Attend relevant program committee and staff meetings.
- Attend required trainings
- Prepare meeting materials for distribution and assist with preparation of meeting agendas, archiving meeting recordings, and other similar tasks as requested.
- Support PFM team meeting functions by organizing meeting space and providing amenities.
- Responsible for tracking, ordering and storing supplies as needed.
- Assist PFM planners with data collection on farms and data processing as requested.
- All other similar duties as requested.

I meet the minimum qualification for this position and have read, understand and can perform all of the above duties and responsibilities.

Employee signature

Date