

# Watershed Agricultural Council

Agriculture ♦ Forestry ♦ Conservation Easements ♦ Economic Viability

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nycwatershed.org



## **Administrative Assistant to the Watershed Agricultural Program Non-Exempt Employee**

The Administrative Assistant will provide direct support to the Watershed Agricultural Program (WAP) and Procurement and Contract Coordinator with the Best Management Practice (BMP) contract and procurement procedures of the Watershed Agricultural Council. This position reports to the Procurement and Contract Coordinator.

### **Education and Experience Requirements:**

- Must have 3 years equivalent experience in general office management skills including accurate typing, data input and both verbal and written communication skills.
- 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.
- Possess strong computer skills, including Microsoft Office Suite and Adobe Acrobat Pro.
- Familiarity with the area and/or farming community, desired.
- Understanding of general accounting practices.
- Must have a valid NYS driver's license.
- Must be able to lift a minimum of 40 pounds.

### **Duties and Responsibilities:**

- General office duties, including computer work, scanning/faxing, phone calls, and tracking activities within the program areas.
- Prepare procurement forms and documents in adherence with WAC policies and procedures.
- Assist with the administrative portions of all agricultural program and procurement processes. (i.e.: legal notices, site showings, meeting minutes, bid openings & bid logs).
- Assist with annual workload tracking, database maintenance of participant records and project files.
- Assist with, and work directly with the IT Team, with report development.
- Assist with the coordination of all aspects of BMP repair and modification requests.
- Assist with quarterly finance reconciliations and compiling of reports.
- Coordinate, track and prepare purchase orders for BMP payments.
- Coordinate all NMC submittals for adherence to policy and guidelines.
- Coordinate Watershed Investigation and Repair Crew (WIRC) project packets and payments
- Attend Program events as required.
- Assist with the required reporting for any Agricultural Program non-DEP grants or funding agreements.
- All other related duties as assigned.