

Soil and Water Administrator

Dept: Soil and Water

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate administrative work involving a variety of office assistance tasks for the Soil and Water Department, providing program support, preparing and maintaining files and records, supervising staff, monitoring the department budget, assisting the Soil and Water Board of Supervisors, and related work as apparent or assigned. Work is performed under the limited supervision of the Soil and Water Board of Supervisors. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Answers telephone, greets visitors, and provides information or routes callers to appropriate personnel, takes messages as appropriate and answers inquiries from the public, by phone or from walk-ins.
- Compiles and maintains information packets, schedules and attends various meetings and takes and transcribes minutes; assists with the preparation of meeting agendas and packets.
- Assists with the preparation and management of the operating budget.
- Prepares various reports and compilations of information as needed; composes, designs and types letters, memos, minutes, fliers, etc.; develops and maintains filing systems.
- Operates and maintains a variety of standard office equipment; maintains repair and maintenance records on equipment.
- Receives, sorts, processes and distributes incoming and outgoing mail.
- Serves as the department head and supervisor, directing and reviewing work.
- Assists the Soil and Water Board of Supervisors and the North Carolina Association of Soil and Water.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Thorough knowledge of standard office practices, procedures, equipment and office assistance techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of county programs and policies; thorough knowledge of managing a department budget; general skill preparing and reviewing documents; general skill operating standard accounting software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to read and understand basic county and state policies and procedures of limited scope and difficulty; ability to compute rates, ratios and percentages; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to understand and apply governmental accounting practices in the maintenance of financial records; ability to work independently; ability to type accurately at a reasonable rate of speed; ability to operate standard office and computer equipment and perform basic word processing and/or simple data entry; ability to establish and maintain effective working relationships with associates and the general public.

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Education and Experience

Associates/Technical degree in business management, or related field and three to five years experience working in an administrative capacity including supervisory experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.

Competencies

Leading with Integrity: Exhibits ethical and moral behavior in everyday business conduct; Earns trust of others by; disclosing information and admitting mistakes; Recognizes and resolves ethical questions; Ensures organizational ethics are widely understood; Encourages open discussion of ethical issues; Creates an environment that rewards ethical behavior

Negotiation Skills: Clarifies interests and positions of all parties; Adjusts tactics to achieve desired results; Manages conflict, manipulation, and strong emotions; Develops alternative options for mutual gain; Builds consensus through give and take

Managing Customer Focus: Promotes customer focus; Establishes customer service standards; Provides training in customer service delivery; Monitors customer satisfaction; Develops new approaches to meeting customer needs

Quality Management: Fosters quality focus in others; Sets clear quality requirements; Measures key outcomes; Solicits and applies customer feedback; Improves processes, products, and services

Team Leadership: Fosters team cooperation; Defines team roles and responsibilities; Supports group problem solving; Ensures progress toward goals; Acknowledges team accomplishments

Change Management: Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results

Managing People: Defines responsibilities and expectations; Includes subordinates in planning; Takes responsibility for subordinates' activities; Makes self available to subordinates; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Sets goals and objectives; Motivates for increased results; Recognizes contributions of others

Visionary Leadership: Creates a clear, compelling vision; Communicates vision and gains commitment; Acts in accordance with vision; Displays passion and optimism; Mobilizes others to fulfill the vision

Financial Responsibility: Understands financial targets and budget goals; Incorporates financial analysis into strategic decisions; Implements operating budget flexibility to address changing priorities; Creates sound business cases to support expenditures; Promotes conservation of organizational resources

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I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date