

## **Duties of the SWCD Administrative Coordinator.**

Managing the finances of the District; including receipt of payments, deposit of funds, invoicing, management of the District Receipt and Disbursement Journal. Developing the yearly budget needs of the district. Staying in compliance with State Board of Account guidelines, Daviess County Employee Policies, Indiana Code as well as other agencies requirements. Be able to complete reports and paperwork in a timely and orderly manner. Work in conjunction and cooperation with other agencies to reach the goals of the Soil and Water Conservation District

Applicant should have great attention to detail in order to plan and carry out different types of meetings, conferences and workshops: (Regular Annual Meeting of the SWCD, Southern Indiana Grazing Conference, and other planned field days or events). Assist Educational Coordinator with the Fourth Grade Farm Fair.

Candidates should have a pleasant personality, the ability to multi-task, answer phone calls/take messages and work with all partnership staff. Successful candidate will also complete employee timesheets for Daviess County. A high school diploma or higher is required with knowledge of local agriculture helpful. Applicant should be proficient in the use of Microsoft Office products such as Word, Excel, and Publisher.

This full time position consists of 35 hours per week Monday through Friday from 8 to 4, occasionally, additional hours may be required due to SWCD events. The salary for this position is \$35,209.

The SWCD identifies and address soil and water conservation needs in Daviess County, such as agricultural conservation, urban conservation, forestry, wildlife habitat enhancement, water management, invasive species and natural resource education. Applicant may be required to apply for grants and other funding sources to meet these needs.

As a full time employee you will qualify for health insurance with dental and vision an option. A retirement plan is provided in addition to other County benefits.

A drug test and background check will be conducted.

Applications may be picked up at the Daviess County SWCD Office located in the USDA Service Center, 2526 East National Highway in Washington, IN or by emailing [daviesswcd@nwcable.net](mailto:daviesswcd@nwcable.net) to receive an electronic version. Applications will be accepted by mail or via email and must be returned to the Daviess County SWCD by June 7, 2019.

The Daviess County SWCD is "An Equal Opportunity Employer".