

VACANCY ANNOUNCEMENT

Position Title: District Office Manager

Location : Van Wert Soil and Water Conservation District
Van Wert, Ohio

Closing Date : July 6, 2020

Position

This is the position of District Office Manager with the Van Wert Soil and Water Conservation District. The person selected for this full-time position will be directly responsible to the Van Wert SWCD Board of Supervisors. The office is located in Van Wert, Ohio.

Duties and Responsibilities

1. Day-to-day office administrative duties, financial records and budget, newsletter and news releases.
2. Ensure the Long Range Plan and Annual Plan of Work items are being achieved by staff. Approve and track personnel time reporting, conduct evaluations, recommend training.
3. Assist with other District programs and other duties as requested by the Board of Supervisors.

Qualifications -

Applicant must have a high school diploma, but an associate or higher degree is preferred in business or agribusiness. Applicant should have knowledge of computers and maintaining files, proficient in MS Office, Word and Excel, also Sage Accounting or QuickBooks. Must have a valid driver's license. Applicants should have strong verbal and written communication skills, and high degree of organizational skills.

Applicant must successfully pass a background check. Applicant must demonstrate an ability to work well with others, possess a positive attitude, and be self-motivated.

Hours of Work -

Daily hours will be 7:30 a.m. to 4:00 p.m. Flexible schedule will be required to accommodate the needs of specific seasonal work load periods. Overtime may be occasionally required.

Salary and Benefits -

Salary will be dependent upon education and experience. Salary range - \$32,000.00 - \$37,400.00. Benefits include paid vacation, sick leave, Public Employees Retirement System, Medicare and health/life insurance.

How To Apply -

Applications can be obtained from the Van Wert Soil and Water Conservation District, 1185 Professional Drive, Van Wert, Ohio 45891, or on the SWCD webpage at www.vanwertswcd.org. Return application and resume by vacancy announcement closing date. Applicants will be notified for interview. Please indicate telephone hours available for follow-up contact.

Applicants will be evaluated without regard to race, color, religion, sex, or national origin.