

POSITION DESCRIPTION

AGENCY: Big Bend Groundwater Management District #5

LOCATION: 125 South Main – Stafford, Kansas 67578

POSITION TITLE: Administrative Assistant

POSITION TIME: Full Time

SUPERVISOR: District Manager

POSITION DESCRIPTION: Perform a wide range of administrative and office support activities to facilitate the efficient operation of the District. This individual is responsible for providing administrative support to staff and assuming bookkeeping, reservation, and reception.

EDUCATION REQUIREMENTS: Associate's degree in Business/Office Administration or work experience in related field.

DUTIES:

- Assume receptionist duties, greet public and refer them to appropriate staff members, answer phone, route calls, and take messages.
- Assist staff with administrative duties as requested.
- Cooperate in the maintenance and/or modification of District document management system.
- Receive and file incoming correspondence.
- Distribute incoming mail and prepare outgoing mail including bulk mail.
- Work closely with county clerks to prepare and maintain District assessment databases.
- Record, monitor expenses, and prepare financial reports.

Time: 60%

- Facilitate special event registration and execution including board meetings.
- Develop and maintain District equipment inventory system.
- Order office supplies and monitor inventory.
- Update and maintain mailing lists.
- Update and maintain District social media outreach and website.

Time: 30%

- Maintain front desk area, keeping it clean and free from clutter.
- Maintain appropriate interpersonal relationships with employees, peers, and customers.
- Perform additional duties as assigned by the manager or the board in an accurate manner within times specified.

Time: 10%

Field assignments and overnight stays may be required for meetings and training purposes. Proficiency with Intuit QuickBooks Pro, Microsoft Office, and Adobe Acrobat software are preferred.

Independent judgment is required in this position. Latitude in the organization and scheduling of daily assignments is allowed.

Employee Signature & Date

Manager Signature & Date