

JOB DESCRIPTION
CULPEPER SOIL AND WATER CONSERVATION DISTRICT
CONSERVATION ADMINISTRATIVE ASSISTANT
May 2024

I. GENERAL

This position is under the direction of the Culpeper Soil and Water Conservation District Board of Directors with immediate supervision by the District Manager. The Conservation Administrative Assistant (CAA) provides assistance to District Conservation Specialists in carrying out the District's responsibilities for the Virginia Agricultural BMP Cost Share Program as directed. The CAA should have a minimum of 1 year of successful job-related experience in an administrative assistant or comparable role, possess a valid Virginia driver's license and own suitable transportation for which the District will reimburse for mileage used for District business as necessary. The CAA must be able to communicate effectively, both orally and in writing, have strong organizational skills and a high degree of attention to detail, be able to accurately follow instructions, be computer software literate and be capable of effectively learning new software applications required for the position and have the ability to deal effectively with others, i.e. field office, inter-agency, farmers, and the general public. The CAA should have the ability to organize, plan and schedule work and be willing to accept responsibility. He/she should be able to adapt to new and changing environments, interpret guidelines, follow established procedures and also be capable of working independently. The CAA will take any training that is appropriate, needed, and recommended by the supervisor. The CAA will be actively seeking appropriate certifications relevant to the position. The CAA will understand that this is not a management position. The position is non-exempt from the Fair Labor Standards Act.

II. DUTIES

1. Assists Conservation Specialists with developing VACS contract requirements such as mapping projects, submitting resource reviews, and creating Conservation Plans in the DCR Conservation Application Suite (CAS).
2. Assists with creating cost estimates and other program documentation.
3. Assists with assembling supporting documentation for engineering designs.
4. Assists with timely data entry for the VACS Program in the DCR CAS.
5. Assists Conservation Specialists with organization of VACS contract folders.

6. Assists with generating letters to participants, to include approval, carryover and cancellation letters.
7. Provides other VACS Program assistance to Conservation Specialists as may arise.
8. Participate in all training programs organized for the purpose of providing knowledge and skills to allow CAA to carry out the responsibilities of the position.
9. Assists with recording and developing Technical Committee Minutes as necessary.
10. As time may allows, assist with other District program needs.
11. When necessary, and possibly in the absence of the District Administrative Secretary, be available to answer and direct telephone calls, retrieving and opening mail, assisting the District Manager and others with basic daily office functions.

III. SUPERVISION AND GUIDANCE

The daily supervision for various responsibilities enumerated and the technical supervision and guidance is the responsibility of the District Manager and Cost Share Program Manager. Employee will keep supervisor apprised of all activity. The ultimate responsibility for this position rests with the Culpeper Soil and Water Conservation District Board of Directors. If there is a problem between the employee and the supervisor that cannot be resolved, the employee shall take it to the Chairman of the District Personnel Committee.

Personnel policies as outlined in the Culpeper Soil and Water Conservation District Personnel Policies and as necessary the Culpeper County Personnel Handbook will be consulted.

A twelve (12) month probationary period is required.

Salary Band 2 \$30,894 to \$59,370