

# Comfort Lake Forest Lake Watershed District

## - Job Description -

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**Position Title** Office Manager

**Position Objective** As a member of a small, collaborative team, this position adds value through management of daily office operations and providing general administrative and executive leadership support as it relates to the implementation of the goals, policies, programs, and rules identified in the Watershed Management Plan (WMP) of the District.

**Status** Exempt, Fulltime

**Accountable to** Senior Program Manager

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### **Key Responsibilities and Duties**

#### **Executive Leadership Support**

- » Assist District Administrator in coordinating with other agencies to execute on District matters
- » Create and track various expenditure reports to support management decisions
- » Track Board of Managers meeting attendance, work with District accountant to process per diem and reimbursement payments as applicable
- » Coordinate Board of Managers and staff conference/event attendance and accommodations
- » Assist Board of Managers with various administrative projects as assigned (e.g. printing or scanning materials, assembling packets for subcommittee meetings, locating articles, etc.)
- » Prepare board-meeting materials as assigned
- » Coordinate the preparation of all Board packet materials for all meetings and ensure they are posted to the District website in a timely manner
- » Maintain a summary of direction from the Board
- » Set up and attend all CLFLWD board meetings; actively participate as assigned
- » Draft board meeting minutes and other related administrative documents
- » Attend partner organization meetings as assigned; report back to the CLFLWD board and staff

#### **General Operations and Staff Support**

- » Support education and outreach to expand the District's ability to maintain healthy water management

- » Provide support for District programs (examples: watercraft inspection program, monitoring program, and environmental education programming)
- » Assist Aquatic Invasive Species Coordinator in hiring, onboarding, and payroll processing for all watercraft inspectors
- » Sustain office functions including ordering office and field supplies as needed, coordinating office space maintenance activities, and assisting with office space improvements
- » Make recommendations for additional and/or modified programs that will maintain and increase the level of knowledge of water management and the application of that knowledge in the District

### **General District and Human Resources Support**

- » Manage the District's main phone line, including processing all incoming District phone calls, relay messages as appropriate, and field citizen inquiries providing information as able, and assisting in directing them to additional resources
- » Sort, process, and relay incoming mail items as appropriate
- » Compile, process, and file all statements and invoices received throughout the month
- » Update monthly accounts payable spreadsheet
- » Update and track various financial elements of District activities including, but not limited to, the deposit journal, outgoing invoices, District credit card purchases, voided and outstanding checks
- » Process incoming permitting payments
- » Balance the permitting escrow account on a quarterly basis, including collaboration with the District Treasurer to complete the transaction
- » Maintain an up-to-date chart of accounts
- » Lead the preparation of financial records for the annual audit
- » Complete annual reporting to the office of the State Auditor
- » Update and review master calendar to ensure annual requirements are completed in accordance with respective deadlines
- » Update website and outlook calendar with meeting schedules and holidays
- » Organize and maintain District files including electronic file structure maintenance and archiving of hard copy files
- » Provide Notary Public services for the District
- » Interact with local newspapers to place legal notices, professional services ads, etc.
- » Manage timesheets and PTO submissions for all employees maintain an up-to-date account of PTO balances for staff
- » Collaborate with staff to create needed maps utilizing GIS and maintain all shapefile files
- » Assist with maintaining District-wide management tracking tools including updates to the Capital Improvement Plans, annual work plans, and project management efforts
- » Collaborate with staff to create an in-office schedule to ensure the office has a staff member available from 8am – 4pm Monday through Friday
- » Assist the Senior Program Manager and District Administrator with various human resource related tasks as appropriate including coordinating with other agencies, consultants, and the League of Minnesota Cities

- » Work with the District's benefits managers to obtain yearly benefits information from providers and disseminate to staff as appropriate
  - » Assist in the coordination between the District Administrator, accountant, benefits managers, and individual employees to ensure employee benefits are being properly processed and represented on payroll
  - » Ensure new hire documentation is completed in a timely manner and correspond accordingly with payroll accountants and District Administrator
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## **Qualifications and Experience**

### **Position Specific**

#### **Required**

- » Associate degree or higher
- » Experience with Microsoft Excel

#### **Desired**

- » BS or BA in economics, business administration or accounting, or a degree in the natural resources field and a minor in above
- » Two or more years' experience in managing an office or a role within a watershed district
- » Familiarity with accounting software, specifically Sage 50c
- » Ability to accurately interpret financial information
- » Ability, skill and knowledge of data synthesis and analysis, detailed report writing (including financial)
- » Attention to detail, with an ability to spot numerical errors
- » Current notary commission

### **All CLFLWD Positions**

- » Collaborative and cooperative with internal and external stakeholders
- » Understand importance to ensure security of district property and facilities, and confidentiality of information and records
- » Competent with personal computers including Microsoft Office Suite, email and Internet applications and other common software applications
- » Flexible and adaptable to do what it takes to get the job done
- » Ability to plan, prioritize, multi-task and complete projects by deadline
- » Service-oriented, with a respectful and friendly demeanor
- » Ability to problem solve and innovate
- » Demonstrate a high level of respect, integrity and confidentiality
- » Strong written, oral, and interpersonal communication skills
- » Strong organizational skills
- » Willing to learn new technology and processes and recommend enhancements
- » Able to work on some evenings and weekends