



Nine Mile Creek Discovery Point

12800 Gerard Drive

Eden Prairie, MN 55346

(952) 358-2276

ninemilecreek.org

Position Announcement

Position Title:	Administrative Specialist
Position Status:	Full Time
FLSA Status:	Exempt
Salary:	Salary range is \$39,200-\$58,800; initial salary dependent on qualifications and experience.
Location:	Eden Prairie, MN
Reports To:	Administrator

PRIMARY OBJECTIVE

Perform a variety of skilled administrative and operational support functions to assist in the efficient operation of the watershed district office across all program areas.

POSITION DESCRIPTION

The Administrative Specialist provides administrative and operational support for the administrator, district staff, and district board of managers. This person will greet the public, assist with accounting functions, manage records, prepare reports and meeting packets, update the district website, provide support for general office activities, support building and grounds maintenance, and assist in district hiring processes.

ESSENTIAL FUNCTIONS

The Administrative Specialist may be responsible for the following functions:

Office Administration:

- Provide support for meetings at the office including technology and room set up, preparing meeting materials, and arranging for refreshments.
- Assemble and distribute board packets, attend board of managers meetings, facilitate preparation, review, and posting of meeting minutes.
- Perform administrative duties for the administrator and other staff.
- Perform general clerical duties such as typing and data entry, copying, mass mailings, filing, sending and routing all district mail, requesting courier services for shipping and receiving, ordering supplies.
- Assist with records and records retention.
- Distribute contact form submissions from the website to appropriate staff.
- Assist staff with surveys and collects/research data for special projects.

- Evaluate, develop, and implement changes in office procedures to improve efficiency.

Communication:

- Answer/screen phone calls, provide information and answer questions on a variety of issues related to the district, listen to concerns/complaints, assess needs, explain procedures, route calls, and/or take messages.
- Greet the public and act as a host for visitors and the general public who enter our building.
- Compose letters, memoranda, reports, and other written communications; edit technical reports and assist with report layout and design.
- Assist staff with social media scheduling and the creation of social media content.

Finance/Accounting:

- Collect incoming invoices and assist in monthly accounting processes.
- Help maintain and assist in preparing financial records for annual audit.

Human Resources:

- Assist in new employee orientation and onboarding and coordinate facility changes necessary to accommodate new employees.
- Support hiring processes, including receiving application materials, scheduling interviews, and providing notifications and follow-up communications to candidates.

Facility Management:

- Perform routine maintenance, troubleshooting and staff training on office equipment (printer/copier, postage machine, phone equipment) and arrange for necessary service calls.
- Coordinate with office services providers, such as cleaners and lawn and snow removal services.
- Coordinate routine building repairs and maintenance.

ADDITIONAL FUNCTIONS

- Participate as a member of the staff team by contributing ideas, providing comments when requested, and helping where needed for district projects and programs.
- Effectively represent the district to other local units of government, the Nine Mile Creek Watershed District Board of Managers, partner organizations, and the public.
- Other duties, as assigned.

KNOWLEDGE, SKILLS, and ABILITIES

Education:

The employee must possess a high school diploma or GED equivalent. Associates or college degree is desired.

Experience:

Experience working in an office setting is required including regular use of a computer, word processing software and spreadsheet software. Experience working with the public and/or government entity is preferred.

Additional Skills Required:

- Performs varied and challenging detail-oriented work.
- Ability to establish priorities, balance diverse work and implement projects successfully.
- Ability to take direction from supervisor and colleagues, work successfully with considerable independence (self-motivated) and use good time management skills.
- Effectively listens, speaks, and interacts tactfully in a work group or with the public.
- Ability to communicate effectively and respectfully with colleagues, government staff, private entities, and the public.
- Produce effective and readable non-technical reports, documents, and correspondence.

Other:

- By date of hire, must possess a valid driver's license.
- Ability to attend NMCWD's evening board meetings (two a month) and other occasional evening and weekend events.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit, stand, walk, read, talk, hear, bend, stoop, lift, push, pull or drag, use hands and fingers, handle or feel objects, use tools or controls, reach with hands and arms, and have good vision and dexterity. Duties will include the ability to occasionally move/lift up to 40-50 pounds.

Performing the duties of this job requires the use of personal computers, including word-processing, telephone, and copy machines.

SUPERVISORY RESPONSIBILITY

None, unless otherwise assigned.

POSITION BENEFITS

Nine Mile Creek Watershed District offers excellent benefits, opportunities for growth, and a collaborative work environment. Benefits include:

- 12 paid holidays
- A generous amount of paid time off
- Employer paid health and dental coverage
- Employer contributions to health savings account (HSA)
- Employer paid short- and long-term disability and life insurance
- Retirement benefits through PERA (Public Employees Retirement Association)
- Optional employee contributions to MN Deferred Compensation 457(b) Plan
- Opportunities for professional development, including tuition assistance

APPLICATION

Email a cover letter, resume, and the names and phone numbers of three references to:

Erica Sniegowski
Administrator
Nine Mile Creek Watershed District

esniegowski@ninemilecreek.org

APPLICATION DEADLINE

Wednesday, May 22, 2024, at 5 PM