

JOB DESCRIPTION
ASSISTANT TO THE ADMINISTRATOR
Lancaster County Conservation District
Gerald M. Heistand

GENERAL STATEMENT OF DUTIES: Assist the District Administrator to carrying out program activities and services that the District provides following the policies and guidelines developed, delegated to, or approved by the Board of Directors. The Assistant to the Administrator is responsible for managing the office whenever the Administrator is absent. He/she works under the direct supervision of the District Administrator and the District Board of Directors.

JOB DUTIES AND RESPONSIBILITIES:

1. Primary Responsibilities:
 - A. Assume responsibilities of District operations when Administrator is out of the office.
 - B. Assist Administrator with preparing Board Agenda and supporting documents.
 - C. Assist the Administrator in representing the District at local, state, and national meetings.
 - D. Assist in hiring and evaluating staff as requested.
 - E. Be first contact for Supervisors/Program Managers for questions.
 - F. Provide financial data for program managers and coordinate quarterly reports for submission to Administrator in a timely manner.
 - G. Work with Program Managers on annual budgets, than consolidate into district budget for review by the Administrator.
 - H. Oversee financial accounts, deposits, bill paying and check writing, account reconciliation, and financial reports for the Board and auditors.
 - I. Administer the retirement, insurance, and health programs.
 - J. Administer payroll data processing biweekly, verify general ledger for computer entry, and review other payroll reports for accuracy.
 - K. Work with secretarial staff to provide adequate phone coverage and clerical support for professional staff.
 - L. Assist in the hiring and evaluation of clerical staff.
 - M. Assist program managers or clerical staff on special projects as requested.
 - N. Oversee equipment and supply purchases.
 - O. Oversee inventory of District assets
 - P. Oversee maintenance of equipment and training for its proper and efficient use.
 - Q. Oversee maintenance of District's Historical Records.
 - R. May assist technicians with fieldwork on a time available basis.

2. Education and Instruction:

- A. Oversee that new employees get the necessary training to function in their jobs.
- B. Insure that staff maintain technical certification for their jobs
- C. Encourage the use of Individual Development Plans
- D. Assist with educational programs on a time available basis.
- E. Represent the District by making presentations on subjects of District concerns

3. Training & Certification:

- A. Employee is encouraged to become certified in those areas that will improve the employee's image as he/she carries out his/her duties

4. Reports

- A. Maintain a daily log of activities.
- B. Assist Administrator to see that all grant and delegated program quarterly reports are submitted accurately and timely.
- C. Assist in preparing the annual budget for the Board and County Commissioners
- D. Prepare reports for the newsletter or annual report as requested by the Administrator
- E. Prepare any awards applications as requested by the Administrator.
- F. Prepare and submit the annual Compliance Data Report as required for the pension plan.
- G. Update the district inventory list with serial numbers, purchase price, and source of funding
- H. as required by the auditor annually.

DISTRICT ACTIVITIES:

- A. Serve on LCCD and Board committees as assigned.
- B. Submit monthly report of activities for the Board of Directors
- C. Prepare articles for newsletter or annual report as requested
- D. Conduct quarterly Program Manager's meetings, and Bimonthly Administrative Team meetings.
- E. Attend District Board meetings and take minutes of the proceedings
- F. Attend NACD and PACD activities as requested by the Administrator.
- G. Any other assigned duties as requested by the Administrator.