

ADMINISTRATIVE ASSISTANT  
JOB DESCRIPTION  
Approved by Board 9/19/2017

**PURPOSE OF POSITION:**

To support the work of the ten-member Board of Directors, standing committees, and task groups of the White Bear Lake Conservation District.

To serve the public by facilitating public access to the board and committee meetings (adhering to the Open Meeting Law) and by distribution of information to the public from the committees and board in a timely manner. Provide a responsive and friendly reception of questions, answers, or appropriate referrals.

**MAJOR TASKS:**

For Board and Committees:

1. Gathering, preparing information for all meetings.
2. Scheduling space, appropriate public notification of, setting up of meetings. Attend if needed.
3. Take and transcribe minutes or notes as required.
4. Meeting follow-up as needed: transcription of minutes, approval, and dissemination; action items completion; reminders to those who also have action items.
5. Notification of board action to the public – as required by action. Placing legal notifications with official newspapers and on website.
6. Maintaining all office functions as dictated by legal and good management practices, board and committee schedules, and state or federal requirements.
7. Preparing requests for bids and working with independent contractors as delegated.
8. Processing all dock, event, and other applications and fees for use of White Bear Lake. Billing, bookkeeping both manual and Quick Books, and preparation for Committee and Board action.

9. Financial actions and reports to cities.

For Public:

1. Maintaining scheduled office hours or availability by appointment to serve the public's need for timely access to office, board, or committee work.
2. Sufficient computer literacy and experience to maintain the wblcd.org website and social media accounts to provide real time current information and schedules and public education on lake issues.
3. Publication and other posting or distribution of information or educational materials to public. Keep current board, committee, city officials, county, and state USPO mailing addresses and e-mail addresses.
4. Providing timely phone, fax, mail, or e-mail access, solutions, or referrals.
5. Maintaining all forms, copies of educational or information materials current and filed in the office and posted on the website.
6. Overseeing the DVD recording and broadcasting of board meetings.
7. Maintaining accessible WBLCD records and archives as dictated by legal and good management practices.
8. Facilitating and processing applications for licenses, permits or other uses of the lake.

**SKILLS NEEDED:**

1. Experience working with a board of directors and committees.
2. Good command of the English language, both written and oral. Able to type at least 60 words per minute, spell and punctuate correctly, compose letters and a variety of documents, practice good E-mail, social media decorum and phone communications.
3. Command of Accounting principles, work experience with manual bookkeeping and at least two years of experience using Quick Books. Person in this job needs experience in maintaining and balancing a set of business books (as a team with Treasurer of the Board), helping develop and track a budget, taking care of all accounts payable and accounts receivable transactions, designing and running accurate and timely reports for the board and auditors, as requested.
4. Self-motivated but, also, good team player and adept at good customer service.

5. Ability to work with minimal supervision and handle all aspects of a one-person office.
6. Reliable and dependable: public must be able to trust office hours, information, notification and timely access to the work of the board. Board must be able to trust that their work will be carefully carried out in a professional and timely manner.
7. Public Relations/reception experience helpful. The person in this job influences the perception the public has of the district, board, committees, and lake community. This position has frequent interaction and collaboration with, not only the local lake users, but diverse agencies such as the state, Ramsey and Washington counties and the cities surrounding the lake.
8. At least three years of experience using a PC computer (we are currently using Windows 10 operating system and Office Suite 365 (Excel, Word, Power Point), Outlook E-Mail, MS Edge browser and Quick Books on a PC hard-wired to printer/fax/copier/scanner, backup machine and internet. We are not wireless nor do we have a LAN.
9. Record keeping: Person in this job needs experience filing, maintenance, retention and purging of public information subject files—both paper and digital – according to legal retention schedule.
10. Taxes: Person in this job needs to be familiar with filing of 1099's and other Tax Reports as needed.
11. Speedwriting or Shorthand: Person in this job needs to be able to accurately record and transcribe minutes for monthly Board of Director's meetings, and, on occasion, committee meeting notes.
12. Fluency in use of Roberts Rules of Order is very helpful.
13. Good judgment. Person in this job needs to be able to know which questions they should answer and which should be referred to committee, board or legal. As an example: Person in this job should not interpret Ordinances – rather they should send a copy of the applicable ordinance or refer the person to the website to read the applicable ordinance themselves.
14. Familiar with lake and other surface water issues and limnology terms helpful but not required.