

ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION
Posted: March, 2022

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. Coordinate with website host regarding changes to 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 digital 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. Good command of the English language, both written and oral. Able to type, spell and punctuate correctly, compose letters and a variety of documents, practice good E-mail, social media decorum and phone communications.
2. Command of general accounting principles and experience with manual bookkeeping. Experience using Quick Books desired. Person in this job will balance a set of business books (as a team with Treasurer of the Board), help develop and track a budget, take care of all accounts payable and accounts receivable transactions, prepare accurate and timely reports for the board and auditors, as requested.
3. Self-motivated but, also, good team player and adept at good customer service.
4. Ability to work with minimal supervision and handle all aspects of a one-person office.

5. 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.
6. 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.
7. Experience using a PC computer, Word, Excel, Outlook email, and general computing skills. Experience with Quick Books desired.
8. Position is responsible for record keeping. Experience filing and maintaining records, and a general understanding of maintenance, retention and purging of public information subject files—both paper and digital – according to legal retention schedule is helpful.
9. Assist with filing of 1099's and other Tax Reports as needed.
10. Person in this job will accurately record and transcribe minutes for monthly Board of Director's meetings, and, on occasion, committee meeting notes.
11. Person in this position should become familiar with the WBLCD ordinances, exercise good judgement, and should know which questions they should answer and which should be referred to committee, board or legal.
12. Familiar with lake and other surface water issues and limnology terms helpful but not required.