



Marion County Board of County Commissioners

POSITION DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

MARION SOIL & WATER PROGRAM ASSISTANT

Department: Marion Soil and Water
Pay Grade: 105
FLSA Status: Non-Exempt
Job Class: 5039
Risk Code: 8810

JOB SUMMARY

Responsible for supporting work for Marion Soil and Water Conservation District. Responsibilities include providing administrative support for staff, recordkeeping, event coordination, marketing, fundraising, seeking out grants and sponsorships, conducting educational Special Interest programs in school classrooms, and responding to citizens seeking information about District programs.

ESSENTIAL JOB FUNCTIONS

- Assists in the coordination of the training portion of the District.
- Assists with monitoring the work of the volunteers for accuracy, efficient customer service, and attitude, recognizing accomplishments of volunteers.
- Assists with the coordination of the educational outreach activities of the District to include but not limited to the Southeastern Youth Fair, Local Working Group, PEFMC Scholarship, District Events and Contests.
- Maintains system of bookkeeping for individual District bank accounts using appropriate computerized system (i.e., QuickBooks or similar program).
- Maintains the Marion Soil and Water Conservation District's website regularly.
- Assists with the preparation of newsletters, presentations, articles, and related program correspondence specific to the District's needs.
- Coordinates efforts with local partners and stakeholders (NRCS, UF/IFAS, FDACS) to best meet the needs of the Marion Soil and Water Conservation District.
- Coordinates efforts in chartering partnerships and associate memberships, preparation of reporting, Volunteer Background Screening, volunteer onboarding, and other activities assigned in order to operate the district's programs.
- Communicates with school students, teachers and staff, community groups, interested citizens, clubs, civic organizations, and related groups interested in education and development relevant to the mission of the Marion Soil and Water Conservation District.

- Completes monthly reports indicating accomplishments of the past month and related documentation and reports preparation applicable.
- Provides excellent customer service to members of the District, general public, partners, and other stakeholders. Personal contact occurs with other employees, employees of other agencies, citizens, and customers of the department. Service provided in person, email or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position has no supervisory responsibilities.

QUALIFICATIONS

Education and Experience:

Associate's degree or equivalent; and two (2) years' related experience; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, and interpret documents, such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of clients, customers, students, and the general public.
- Ability to clearly communicate directions for completion of reports to volunteer club leaders.
- Ability to calculate figures and amounts such as tax, discounts, interest, commissions, percentages, and volume.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, and percent and ability to draw bar graphs.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to exercise judgment regarding use of equipment, tools, or materials.
- Ability to explain records and procedures to others as lead worker and to new volunteers.
- Knowledge of computers and other office equipment.
- Skills in organization and task prioritization.
- Skills in the interpretation and application of business English, grammar, spelling, diction, styles, and punctuation.

- Ability to recruit, motivate, maintain, and supervise volunteer work teams.
- Ability to work self-directed and make independent decisions.
- Ability to plan, organize, and meet multiple deadlines.
- Ability to work independently and carry out assignments to completion with minimum instructions, adhere to prescribed routines and practices, maintain records, and make reports requiring accuracy.
- Ability to remain calm in stressful situations in the office environment where there is a constant flow of citizens with various requests and concerns.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle, or feel, reach with hands and arms; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions. While performing the duties of this job, the employee will occasionally be required to work in wet or humid conditions and to be exposed to toxic or caustic chemicals and outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.