

JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT

- Serve as receptionist for the office; answer phone, greet the public, handle requests.
- Office management: mail and email, word processing, filing, and other administrative support to technical staff and Board; preparation of mailing lists and mailings, order/purchase supplies; keep an inventory of District equipment; keep track of cell phone service, maintain a professional-looking office by keeping the office neat and clean.
- Oversee plat book sales.
- Prepare agendas for and take minutes at regular and special Board Meetings.
- Cash register transactions and update cash register prices and departments, balance register and get deposit ready and take to bank, write vouchers for all checks to be written, Mail bills to be paid, monitor credit card transactions, and balance petty cash, mail invoices and receipts.
- Run the recycling program, answer recycling questions, check recycling sites, update recycling guide, promote recycling; live radio spot on Thursdays, Recycling website and Facebook.
- Assist with newsletter, set up design, and write articles, order paper, bulk mail specifications, proof, and request articles from NRCS, Chris Anderson, Forester, design customer ads for newsletter.
- New Releases, ads and inserts for District programs
- Update face book and website.
- Assist with district tree sale and print tree sale brochure.
- Assist with Native Plant Nursery
- Assist with Otsego County Demonstration Garden, family garden plots and educational programs.
- Assist with scheduling volunteers.
- Adopt-A-Highway – Get supplies, coordinate pick-up, conduct safety meeting, and call in pick up to Road Commission, paperwork.
- Fair booth – Reserve spot, get everything ready, take to fairgrounds, setup and take down.

- Assist with the Annual Report, sell ads, set up and assist with conducting the annual meeting.
- Work as part of the office team to; achieve the goals established in the District's annual and long-range plans of work; follow policies of the Directors and technical standards of NRCS; keep Board and co-workers informed.
- Perform other related work as assigned.

Monthly

Agenda for Board meeting prepared one week before meeting, which is the second Thursday day of month.

To prepare: look at last month's minutes for unfinished business; look at calendar of events in Board meeting notebook; ask staff for additions they may have, send signed minutes to Michigan Department of Agriculture.

Balance cash register.

Keep inventory of district non-inventory stock.

Copy Handouts for Small Farm Conference, Fair, Fall and Spring Tree Sale, Fall Tour, Open House, District programs and workshops.

Bi-Annually

Keep OCD display current.

Annually

Fall Tour-Invitations; Fall Tour planning: Route, addresses, invites, news release, RSVPs.

Annual Meeting Invitations

Sell Newsletter ads.

Sell Annual Report advertising.