

**SECRETARY/TREASURER TO THE SOIL & WATER CONSERVATION DISTRICT**

**TOMPKINS COUNTY**

**Department** Soil & Water Conservation District  
**Classification** Competitive PJC – Exempt  
**Labor Grade** 7  
**Approved** \_\_\_\_\_  
**Revised** \_\_\_\_\_  
**By** AF, Commissioner of Personnel

**DISTINGUISHING FEATURES OF THE CLASS:**

This is an administrative position responsible for the clerical and financial activities of the Tompkins County Soil and Water Conservation District (SWCD). The incumbent assists the District Manager in performing a variety of administrative duties and is responsible for assigned SWCD programs. The employee will also assist the USDA-Natural Resources Conservation Service (NRCS) with administrative and clerical tasks as assigned. This position is under the direct supervision of the District Manager. Some leeway is allowed for the exercise of independent judgment when performing the duties of this position. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

Acts as the Secretary to the Board of Directors, recording and maintaining official minutes of the meetings.  
Maintains the financial records of the SWCD which includes general and grant financial records.  
Files monthly and annual reports as required by state and federal laws.  
Presents a monthly financial report to the Board of Directors.  
Administers the payroll for all employees including the maintenance of leave records and personnel reports.  
Assumes responsibility for all benefit programs including keeping the Board of Directors informed of changes and making recommendation of coverage.  
Acts as the Records Management Officer; maintains all SWCD records according to the Records Retention Schedule.  
Maintains a general office inventory including supplies, files and equipment.  
Maintains a neat and orderly office environment.  
Performs keyboarding, reception and various secretarial duties.  
Assists with the operation and tracking procedures of various SWCD programs including but not limited to, Tree Seedling Program, Pond Stocking Program, Agricultural Assessment, Special Projects and Grants, Public Presentations, Envirothon.  
Assists the Natural Resources Conservation Service by performing administrative and clerical duties according to USDA procedures.  
Performs other related duties as assigned or required as a part of the duties listed above.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the methods used in bookkeeping and financial account and record keeping.  
Skill in the use of an alphanumeric keyboard at an acceptable rate of speed.  
Good time management and organizational skills are required.  
Ability to prepare financial reports.  
Ability to make decisions.  
Ability to prepare a variety of written material.  
Ability to communicate effectively orally and in writing.  
Mentally alert with the ability to learn new concepts and techniques.  
Physical condition commensurate with the demands of the position.

**CONTINUED ON NEXT PAGE**

**SECRETARY/TREASURER TO SOIL & WATER CONSERVATION DISTRICT (CONT.)**

**MINIMUM QUALIFICATIONS: EITHER:**

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree in business, accounting, bookkeeping or a related field; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associates degree in business, accounting, bookkeeping or a related field **AND** two years of experience in the maintenance of financial accounts **OR** in an office supervisory or management capacity; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** four years of experience in the maintenance of financial accounts **OR** in an office supervisory or management capacity.

**SPECIAL REQUIREMENT:**

A valid New York State drivers license is required at the time of appointment and must be maintained throughout the life of employment **OR** the employee must demonstrate an alternative method of meeting the transportation requirements of the job.