



Yolo County Resource Conservation District

221 West Court Street, Suite 1
Woodland, CA 95695

phone: (530) 661-1688
www.yolorcd.org

POSITION ANNOUNCEMENT OFFICE MANAGER

Do you want to do work that matters? Do you want to be part of an enthusiastic, dynamic team working to help Yolo County thrive? Come work with us! We are looking for a friendly, organized, proactive, reliable individual/superhero to serve as our Office Manager.

ABOUT US

Located in Woodland, CA the Yolo County Resource Conservation District (RCD) is a special district of the State of California that works closely with a variety of local and regional partners to restore and protect Yolo County watersheds through strategic conservation projects and programs, and by offering conservation planning and watershed coordination services to local residents and landowners. We have been helping people help the land since 1955. We spend our days helping to ensure clean and abundant water, healthy land and air, thriving wildlife and habitats, viable local farms and ranches, and resilient communities. Learn more about us on our website at www.yolorcd.org.

ABOUT YOU

You have a can-do attitude. You have great administrative skills and an eye for detail. You enjoy a diverse workload and the entrepreneurial spirit of a non-profit organization. You relish taking initiative to support your colleagues and continuously improve the organization. You are a motivated self-starter with the ability to prioritize. You thrive in a fast-paced environment. You love the idea of being the backbone of an organization to ensure smooth administrative and office operations that will help deliver critically valuable programs. You love learning and tackling challenges. You have strong communication and interpersonal skills. You are proficient in using a computer, able to use Microsoft Office (Excel, Word, and Outlook). You are comfortable asking for help when you need it.

ABOUT THE POSITION

The employer is the Yolo County Resource Conservation District, and day to day supervision will be by the Executive Director. The title of the position is Office Manager. The position is a full-time, exempt position with medical, dental and vision benefits. Retirement benefits furnished upon completion of a 90 day probationary period. Employment at the YCRCD is employment at-will. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the District.



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Reporting to the Executive Director, the Office Manager will:

- Prepare and distribute Board meeting materials, attend meetings, and prepare meeting minutes.
- Maintain the organization's shared calendar and assist with scheduling and coordinating meetings, including regular staff meetings.
- Maintain and update policies and procedures as needed, and make recommendations for improvements as appropriate. One immediate task will be to update the personnel manual.
- Assist with processing payroll biweekly.
- File and organize hard copy and electronic documents.
- Play a leading role in office space management.
- Assist with liability and risk management, including being the point of contact for liability insurance and workers compensation.
- Assist with communication efforts as needed, including web page, social media, newsletter, annual appeal, annual report, etcetera.
- Assist with public outreach efforts as needed, including the logistics and management of events and workshops.
- Serve as point of contact with landlord for lease-related issues.
- Serve as point of contact for telephone, internet, and photocopier services.
- Schedule and oversee housekeeping.
- Track, order, maintain, and/or manage office supplies, equipment, and storage facility.
- Assist with HR related tasks, including hiring and onboarding staff, changes to employment status, and employee benefits.
- Assist with yearly financial audits and various forms and reports submitted to the County, State, and other entities as well as requests for public records.
- Field general inquiries about the organization and forward them as appropriate.
- Sort and distribute the mail.
- Potentially assist with finance or bookkeeping tasks.
- Potentially assist project management with grant and contract invoicing
- Potentially serve as point of contact IT consultant as needed.
- Complete other tasks as assigned or as needed to support the effective administration of the organization.

The Office Manager will frequently be required to sit and perform desk-based computer tasks and may less frequently be required to lift and/or move items weighing up to 25 pounds. The RCD will provide reasonable accommodations to any employee with a disability who requires accommodations to perform the essential functions of the job.



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COMPENSATION

\$50,000 - \$65,000

TO APPLY

Please email a cover letter, resume, and three professional references to Heather Nichols at heather@yolorcd.org. Deadline to apply is May 19, 2021. Applicants may later be asked to submit a driving record. The position is open until filled. If you would like additional information, please contact the email address above.

The Resource Conservation District is an equal opportunity employer. Candidates reflecting the social diversity of California are strongly encouraged to apply.

QUALIFICATIONS

Any combination of experience, education or special training which provides the required knowledge and skills is acceptable but preferably:

- Bachelor's degree in Business or Accounting or equivalent education and experience.
- Demonstrated knowledge and experience in government bookkeeping, payroll, aptitude for mathematics, and good attention to detail.
- Ability to work independently, and interpret and apply rules and regulations.
- Knowledge and experience working with Microsoft Word, Excel spreadsheets and QuickBooks project accounting.
- Familiarity with federal and state contracting and invoicing procedures.
- Willingness and interest in gaining training and experience in preferred qualifications above.