



## NORTHERN GUAM SOIL & WATER CONSERVATION DISTRICT

### *Job Position Description:* **Administrative Assistant**

#### **GENERAL SUMMARY:**

Northern Guam Soil & Water Conservation District (NGSWCD) is a government of Guam elected board instrumentality created to help facilitate soil & water conservation programs for northern & southern Guam. Under the supervision of the Board Directors and District Manager, the employee will be responsible for performing a wide range of clerical, secretariat, and administrative duties that pertain to the implementation of the NGSWCD's activities, services and programs. The work of the NGSWCD focuses on water quality, soil health, best management practices, implementation of special projects and education and outreach to a broad spectrum of stakeholders.

Responsibilities include regular contact with farmers, contractors, public officials, District Board members and the general public, requiring judgment and tact in all interactions.

**Reports to:** District Manager

**Employment Status:** Non-Exempt Part Time Employee with maximum of 20 Hours per week; occasionally includes extended work hours, evening and weekend hours, and overnight travel for training and meetings.

**Starting Rate:** \$12.50 – \$17.15 per hour, Based on Experience

**Work Location:** District Office, Hybrid Work

## **PRIMARY DUTIES & RESPONSIBILITIES:**

- Provide administrative support to the Board and committees including but not limited to coordinating meetings, preparing public announcements, preparing and distributing agendas, taking minutes, acting as a liaison ensuring compliance with Open Government Law.
- Provides efficient administrative and positive customer service assistance to assigned appointed officials and to members of the public by phone, email, and in person.
- May be assigned to provide research, data collection, report preparation, and information sharing and coordination including providing and uploading agenda and minutes to the government website and coordination with the NGSWCD partners.
- Assists with payroll, budget, purchasing, monetary transactions, scheduling, record-keeping, personnel procedures, and the research and preparation of various reports.
  - Assist team with timely and proper submission and filing of timesheets.
  - Assist administrative staff in proper recording and tracking of payables and receivables.
  - Assist with inventory tracking, registration, and administrative details for any sales, annual meeting, and community outreach events as needed and requested.
- Support and maintain District communications including website updates, social media platforms, email correspondence, program offerings, and public notices.
  - Ensure incoming mail and packages are properly recorded and distributed.
- Open the office to incoming customers or close the office to ensure office security.
- Assist with other administrative tasks as requested.

## **OTHER DUTIES & RESPONSIBILITIES:**

- Adhere to all District policies and guidelines
  - Be familiar with and adhere to deliverables outlined in the NGSWCD's government law, programs, projects and grants
  - Obtain appropriate certifications as directed by the NGSWCD Board and the District Manager
- Meetings
  - Attend monthly NGSWCD Board Meetings, staff meetings, and inter-agency meetings, trainings, and workshops as directed and when deemed appropriate
  - Represent the NGSWCD on job-related committees and natural resource related functions and events as requested, may require travel
- Assist with NGSWCD reports and data management
  - Assist in maintaining accurate and current files and filing systems for NGSWCD projects, programs, etc.
  - Work with staff to complete and submit quarterly reports as well as other relevant reports
  - Assist with the development of grant applications and the administration of grant projects and funds
- Cooperate with federal, state and local partners (NRCS, FSA, DOAg, GWA, UOG, WERI, etc)
- Offer assistance to callers and walk-in clients as needed

- Assist with and complete other duties and tasks as assigned by the NGSWCD Board and the District Manager

### **REQUIREMENTS:**

- High school diploma or equivalent;
- Two (2) and a half years of work experience OR 75 college credits OR a combination of work experience, college credits, and/or training;
- Must have a valid Guam Driver's License and access to a vehicle;
- Competence with basic math skills and good attention to detail;
- Able to accurately enter and access data out of custom-built database programs;
- Able to demonstrate you can responsibly handle financial and sensitive information
- Ability to communicate effectively, both orally and in writing
- Show initiative, accept responsibility and initiate appropriate actions for work projects
- Ability to work independently as a self-starter and manage time in an efficient manner
- Ability to multitask, prioritize, and stay organized in a fast-paced environment
- Ability to maintain effective working relationships in a team environment
- Ability to interpret and apply program policies, procedures and guidelines
- Ability to coordinate work with other staff, agencies, and organizations
- Ability to work outside during adverse weather conditions, when applicable

### **PREFERED KNOWLEDGE, SKILLS AND ABILITIES:**

- Good communication skills and positive attitude;
- Knowledgeable in Agriculture, Natural Environment, and Natural Resources;
- Farm Background/Agricultural Experience-highly desirable
- Understanding and appreciation of environmental and conservation matters
- Interpersonal Skills – Customer service and public relations experience

### **PHYSICAL REQUIREMENTS:**

This is operative work requiring the exertion of up to and exceeding 30 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Regular required tasks include sitting; talking or hearing, in person and by telephone; using hands to finger, handle, feel or operate standard office and maintenance/field equipment; and reaching with hands and arms. The employee is frequently required to walk and stand sometimes on uneven surfaces; in addition, occasionally required to climb or balance; stoop, kneel, crouch, or crawl with potential exposure to adverse weather conditions. In addition, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills. Visual acuity is required for preparing and analyzing written data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Specific vision abilities required by this job include close vision and the ability to adjust focus. Tasks require alertness to avoid potential hazardous conditions/situations.

## **OTHER:**

- Employee evaluations will be conducted to review employee performance
- The NGSWCD follows Guam's Open Government Law in addition to approved NGSWCD policies.
- Employee is expected to provide own transportation on the job if an NGSWCD vehicle is not available; employee is reimbursed at the current NGSWCD approved mileage rate for job-related personal vehicle mileage when an NGSWCD vehicle is not available
- Opportunities for merit increases are based on NGSWCD funding availability and job performance
- Restricted Employees do not qualify for overtime and night differential, but are allowed compensatory time for hours worked in excess of forty (40) hours per week.

## **HOW TO APPLY:**

Interested individuals should email the following documents to **NORTHERN GUAM SWCD** at [ngswcd.northernguam@gmail.com](mailto:ngswcd.northernguam@gmail.com):

1. Resume
2. Business License (If chosen, the employee must obtain one for contractual purposes)

Deadline for accepting applications is:

**March 28, 2025 or until filled**

For more information regarding requirements and qualifications, contact **District Manager, Jenelyn Abinales** at **671-788-5191** or [ngswcd.northernguam@gmail.com](mailto:ngswcd.northernguam@gmail.com).