



LAKE MINNETONKA CONSERVATION DISTRICT (LMCD) POSITION DESCRIPTION

TITLE: Administrative Clerk (Part-Time)
REPORTS TO: Executive Director
SUPERVISES: None
STATUS: Nonexempt
APPROVED: 04/03/2019

POSITION SUMMARY:

This position provides administrative support for the office and organization. This position performs a wide variety of tasks to assist the Executive Director and staff with clerical support. This position assists with public inquiries, typing, filing, mailings, organizing, and other office needs. Sometimes handles confidential and sensitive information. Deals with a diverse group of external callers and visitors as well as internal contacts at all levels of the organization. This position assists with organizing meetings, communications, financial recordkeeping and bookkeeping, licensing processes, and special projects.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Provide front desk support including support in customer service and greeting the public, the servicing of phone, mail, e-mail, and in-person inquiries for routine LMCD information and making referrals to other staff as appropriate.
2. Perform clerical duties, take memos, maintain files, and organize documents; photocopy, fax, etc. as needed.
3. Assist in planning events, meetings, and employee activities or special projects.
4. Help prepare reports, presentations, data requests, and other documents.
5. Manage and maintain databases, files, records, and correspondence for meetings, legal processes, licenses, permits, contributions, programs, projects, and other items.
6. Process LMCD Board of Director, committee, staff and other correspondence and mailings for proper distribution.
7. Assist in the administration and processing of LMCD applications, licenses, permits, events, etc.
8. Monitor and order office supplies, anticipating adequate supply within budget allowances.
9. Assist in the management of the LMCD's website, email system, social media, and other communication avenues.
10. Assist staff with organizing and clerical duties for AIS efforts such as harvesting program, events, emergencies, and other programs.

11. Assist with bookkeeping and financial recordkeeping for organization including but not limited to billing, payments, contributions, city levy tracking, and other duties. Maintains proper financial flow and records for fund accounts, banks, and reporting purposes. Reconcile bank checking, savings, and investment records as directed by Executive Director.

12. Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- High School Diplomas, GED, or equivalent.
- Previous experience handling office responsibilities, customer service, or related experience.
- Strong working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint).
- Experience with web applications, social media, and QuickBooks preferred.
- Highly organized multi-tasker who works well in a fast-paced environment.
- Demonstrated ability to work with the general public and other customers, such as other public sector agencies, the Board of Directors, and other co-workers.
- Excellent written and verbal communication skills.

ENVIRONMENT AND PHYSICAL CONDITIONS

- Typical office environment with sitting, standing, bending, kneeling, twisting, and similar
- Capable of lifting moderate weight up to 30 lbs.
- Possess a valid driver's license and own a means of transportation for business purposes.
- May periodically require evenings or weekend hours.