

POSTITION AVAILABLE

Soil and Water Office Administrator/Education Coordinator

The Alleghany County Soil and Water Conservation Office is currently accepting applications for an Office Administrator/Education Coordinator. This position performs a variety of office management, educational, marketing, technical and administrative duties. Work generally requires that the employee independently manage certain day-to-day activities, such as special reports and activities, keep financial data and statistics, plan and conduct various community programs, coordinate information flow with Board, and establish and maintain minutes, agendas, and other documents. Work also includes assisting with preparation of conservation plans and contracts, field visits, and maintenance of planned best management practices. Program activities include developing literature and public presentations; marketing programs is also required, technical knowledge of soil and water quality technology. Work requires self-initiative in activities. Unusual situations may be referred to others for guidance. General knowledge of soil and water conservation principals are needed. Guides may include a variety of written manuals and instructions, as well as oral instructions from state or regional authorities. Some judgement is required in selecting and applying the appropriate guide; deviations from established procedures are referred to others. Work is performed under general supervision of the Department Head and is evaluated through observation, conferences, and the quality and effectiveness of work completed. A complete job description is available upon request.

Education & Experience: Graduation from a community college with a degree in education, office management, natural science, environmental science or related field and experience with office management and/or community relations or educations programs to include public contact; or an equivalent combination of education and experience. Successful candidates will be subject to pre-employment drug testing, criminal background check and DMV driving record check.

Starting salary is \$28,747. Following a 6-month probationary period, salary will be \$30,184. Full time benefits include county provided health and life insurance, holiday, sick and vacation pay plus retirement participation in the NC Local Government Retirement System.

Applications will be accepted until 5pm on Friday, December 3, 2021. Applications are available from the Alleghany County Finance/HR Office in the Administration Building, 348 South Main Street, LL70, Sparta, North Carolina 28675, NCWorks online, or at www.alleghanycounty-nc.gov. Alleghany County is an EOE.