Skyline Soil and Water Conservation District Position Announcement: *Office Administrator*

The Skyline Soil & Water Conservation District, serving Floyd, Giles, Montgomery, and Pulaski counties, is seeking a full-time **Office Administrator** to provide administrative support to the District, Board of Directors, and staff. The successful candidate will perform daily office functions, manage budgets and grants, and develop and assess financial reports. They must be able to work independently and as part of a team, plan effectively, manage multiple projects, and communicate clearly in writing and verbally. Applicants should be proficient in Microsoft Office, QuickBooks Desktop, and other relevant software, and should have strong public relations skills. Knowledge of agricultural production practices, nonpoint-source pollution fundamentals, and agricultural best management practices is preferred. Candidates must hold a valid Virginia driver's license, be able to lift and carry up to 30 pounds and be able to walk on difficult terrain. The position also requires the ability to pass a background check and obtain or maintain certain state licenses or certifications.

Responsibilities:

1. Assist District Technical Staff and Board of Directors in the day-to-day operations of the District.
2. Manage the District with all aspects of District Operations which includes items outlined in the current *Desktop Procedures for District Fiscal Operations* (DCR) and the *Skyline District Handbook:*
    a. Board of Directors Support
    b. Financial Record Management
    c. Human Resource Management (i.e. FLSA; Retirement VRS/VOYA; COIA)
    d. Operations and Cost Share Records Management
    e. Outreach and Education Event Coordination Assistance
3. Assist in meeting all grant deliverables.
4. Assist in Skyline District conservation education programs.

Required Knowledge, Skills and Abilities:

1. Ability to utilize standard computer software – word processing, spreadsheets, email, database programs.
2. Strong math skills in addition to excellent communication skills (oral and written).
3. Ability to work independently and schedule time in an efficient manner.
4. Ability to maintain effective working relationships with others.
5. Ability to interpret program policies and guidelines.
6. Experience with QuickBooks Desktop, and MS Excel
7. Knowledge of Human Resource Management practices

Desired Knowledge, Skills and Abilities:

8. Experience in Educational Outreach and presentation.
9. Experience with Agency Software (Virginia DCR Conservation Application Suite).
10. Knowledge of agricultural operations and conservation issues related to agriculture.
11. Knowledge of agricultural best management practices.
12. Knowledge of other soil and water resource concerns and conservation practices.

Physical Conditions and Nature of Work Contacts: Tasks may involve walking over difficult terrain, lifting and carrying moderate weight (30 lbs.), and exposure to adverse weather conditions. Tasks require alertness to avoid potentially hazardous conditions. Responsibilities require regular contact with farmers, contractors, public officials, natural resources professionals, District Board members and the general public, while using judgement and tact to resolve complex issues.

Salary: Commensurate with knowledge and experience ($48K - $75K). Based on a Mon.-Fri. 40-hour work week.

Benefits Include: VRS retirement plan, paid health insurance, paid annual and sick leave.

TO APPLY: Please complete and email a Virginia State Application for Employment Form 10-012 https://dls.virginia.gov/stateapp.docx a current resume with three references (phone and email), a cover letter describing your interest in the position and detailed related work experience to skylinedistrict@skylineswcd.org Position to remain open until filled, with Interviews starting after November 30, 2026. (only electronic applications will be accepted; one pdf document is preferred)