



Notice of Vacancy

District Administrative Coordinator

Grade X Wage Range \$14.87 to \$21.26 Pay based on qualifications.

State Retirement - Tier 1 Benefits
VSP Vision Insurance
Vacation/Sick Leave/Holiday

Blue Cross Blue Shield Health & Dental
County Paid Life Insurance
Five (5) 8-hour Work Days

Department	Location	Reports To
District Soil & Water Conservation	Dale County Commission	County Engineer

Job Summary

Provide administrative and advanced clerical duties for coordinating the district program. This position also provides administrative and advanced clerical duties for the USDA/NRCS field office staff with the implementation of conservation programs to the public.

Duties and Responsibilities:

1. Assist the District Board in carrying out its administrative responsibilities. Coordinate the District's conservation programs.
2. Serves as receptionist: receives walk-in clients and telephone calls. Answers questions, gives assistance in signing up for various programs and directs clients for assistance to proper office personnel.
3. Serves as bookkeeper for all district accounts. Maintains and prepares all required financial records including processing payroll, taxes filed with the Federal, State, and Social Security. Process W-2 Tax forms and 1099's. Prepares checks and deposits. Provides board members with monthly financial reports and prepares the annual district budget. Prepares quarterly travel vouchers for payment.
4. Assists in preparing Board Meeting Agenda in coordination with the District Conservationist. Provides supervisors with an agenda, monthly financial report, and of previous month's board meeting minutes prior to each monthly board meeting.
5. Attends monthly board meetings. Provides supervisors with all pertinent information for meeting in order to keep supervisors informed of upcoming activities. Records board meeting minutes.
6. Maintains communication between the District and the NRCS field office personnel to assure cooperation and avoid duplication of efforts. Assists NRCS with reports, data entry, program sign-ups, correspondence, filing, recording NRCS Staff Meeting Minutes and arranging appointments.
7. Assist in entering client information into Protracts and Toolkits for NRCS programs.
8. Responsible for registering new AFO/CAFO applicants and re-registering CAFO's on a yearly basis.
9. Other duties as assigned.

Skills and Knowledge

1. Willing to learn aerial photography interpretation, agricultural, wildlife, forestry and miscellaneous minor engineering practices.
2. Skills in public relation with other units of government.
3. Knowledge of written and oral communication techniques to address groups to prepare informational articles, and to prepare summary work reports.
4. Ability to operate a motor vehicle and be insurable.
5. Ability to operate office equipment such as computers, copiers, and fax machines.

6. Ability to work closely with others in a public office environment.
7. Ability to organize and plan own schedule of activities related to work goals.
8. Accounting Skills to manage bank record keeping and IRS records and reports.

Statements included in this description are intended to reflect general duties and responsibilities. Applications may be obtained and returned to the Commission Office, 202 Highway 123 South, Suite C., Ozark AL 36360 or printed from our Website www.dalecountyal.gov and mailed.

Deadline for accepting applications is March 23, 2025.

Dale County is an Equal Opportunity Employer.