



BUSINESS MANAGER JOB DESCRIPTION

TITLE: Business Manager

STATUS: This is a part-time 20-32 hours per week permanent, non-exempt position

SALARY: Dependent upon experience, the pay range for this position is \$12.61 per hour (\$26,229 annually) to \$21.95 per hour (\$45,656 annually). Additional compensation includes sick, vacation leave, recognized federal holidays, and optional medical, dental, and life insurance, and disability benefits.

REPORTS TO: District Manager

SUPERVISORY RESPONSIBILITIES: May arise occasionally if designated by the District Manager, or Board Chair for supervision of field staff, and volunteers.

GENERAL JOB DESCRIPTION: Provide administrative support for the Valencia Soil & Water Conservation District Office under the direction of the District Manager. This position is primarily responsible for accurate financial records and ensuring District compliance with state and federal law. Supports District operations, programs and projects for the general public, agricultural producers, school districts, volunteers including the Friends of Whitfield, partner and cooperator agencies, and others.

MAJOR DUTIES:

- Prepares monthly meeting agendas, reporting, and minutes for the Board of Supervisors.
- Prepares for Board and committee meetings, attends and takes minutes at public meetings of the Board.
- Works with District Manager to prepare annual budget for review and approval by Board. Tracks budgets for the Board and staff monthly.
- Prepares quarterly and annual reports for oversight State agencies, as required.
- Prepares or revises other internal administrative documents, as needed.
- Maintains public records and performs public record duties including electronic and paper file management, responding for public information requests.
- Maintains the District website and Facebook page, writes copy for, and posts public notices, information in local publications, as needed.
- Prepares biweekly payroll, expenditures payments, and files monthly and quarterly tax

- reporting. Maintains employee files and attendance reports.
- Assists District Manager to track all receivables and expenditures of each grant managed by District Staff; provides status reports on current funding balances of grants. Submits reimbursement requests to granting agencies.
 - Assists in writing new applications for grant funding as needed. Compiles and submits documentation as requested by the Soil and Water Conservation Commission, NM Department of Agriculture, etc.
 - Works with District Manager to ensure compliance with state procurement code. This includes purchasing actions, hiring of contractors, managing invitations to bid (ITB) and requests for proposals (RFPs).
 - Acquires and maintains Procurement Officer certification.
 - Attends pertinent annual trainings by DFA, State Auditor's Office, NM Department of Agriculture, NMACD, etc. Keeps District Manager apprised of state laws and procedures that affect District operations.
 - Assists with District programs and special events and other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS: Good oral and written communication skills and networking skills to establish and maintain cooperative relationships with partnering organizations and personal contacts. Ability to manage and prioritize workload effectively with minimal supervision.

GUIDELINES: Following VSWCD direction policies, and directives, and federal, state and local laws.

COMPLEXITY: Significant complexity in this position; personal initiative required for professional representation of the District mission in carrying out job duties. Ability to work closely with others as well as independently, for administrative duties. A flexible mindset to adjust to changing priorities and to cooperate with volunteers, and associates.

SCOPE AND EFFECT: This position provides essential support for District administrative and management responsibilities to meet deadlines, reporting, and compliance requirements.

PERSONAL CONTACTS: This position requires professional capacity to interact and coordinate effectively and cordially with a variety of contacts, including but not limited, to District staff, education contacts with local schools participating in educational and service learning programs, the general public, visitors, partner agency representatives, contractors, and vendors.

PURPOSE OF CONTACTS: To fulfill requirements of day to day operations at the District Office, and to provide communications to continually update the public on the activities of the District.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS: Minimum of associates degree (or equivalent) and four years of related experience in office administration including: accounting/bookkeeping methods using QuickBooks and Microsoft Excel; grant-writing, grant management, contracting and procurement; computer operations and procedures, Windows, Microsoft Word, PowerPoint and related software programs. ArcGIS and WordPress applications experience, ability also desirable. Working knowledge of Soil & Water Conservation District operations and working experience with local, state and federal governments in conservation, agriculture and natural resource management is preferred. Communications and writing ability are required. Ability to supervise volunteers and employees as assigned is preferred. Referrals, and samples of writing will be requested.

PHYSICAL DEMANDS: Ability to lift up to 50 lbs. in the process of setting up tables, chairs for meetings, transporting a display board for offsite presentations and moving supplies or files in and out of storage.

WORK ENVIRONMENT: Office setting within a visitor center. Will work at desk with computer in open office environment with the District Manager, Education Program Manager, Conservation Program Manager and other staff. Will be in direct contact with field staff, visitors to the Visitor Center, and volunteers (primarily the Friends Educators volunteers). May attend meetings or events offsite during normal workday hours in carrying out duties.

CONDITIONS OF EMPLOYMENT: The person in this position must possess and maintain a valid New Mexico State driver's license. Reliable transportation to work is expected. Use of personal vehicle on occasion for District business is desirable but not required. If hired, applicant must agree to a background check and drug testing required of all employees. The District does not allow smoking anywhere on District property.