

Tualatin Valley Irrigation District Job Recruitment

JOB TITLE: Administrative Assistant

The Tualatin Valley Irrigation District (TVID) operates and maintains the Tualatin Project, a US Bureau of Reclamation Project. TVID releases and delivers irrigation water from Scoggins Dam to up to 17,000-acres annually (per Reclamation repayment contract) to irrigators in the Tualatin Basin. The key features of the Tualatin Project are Scoggins Dam, TVID's primary source of water supply, and two pumping plants: the Paton Valley plant and the Spring Hill plant.

TVID maintains approximately 120-miles of buried pressurized pipeline. The pipeline system makes up nearly seventy percent of all irrigation water delivery, with direct river diversions from the Tualatin River making up the remaining deliveries.

TVID is an Oregon governmental Special District, non-profit Bureau of Reclamation Project, overseen by a five-member board of directors. The District operates in the best interest of both its lands and its patrons.

The Administrative Assistant position will have an opportunity to be a part of a well-established District with a dedicated and capable team of employees. This position is an essential part of supporting the supply of water to the local agricultural community.

JOB SUMMARY: Performs administrative duties for the District and fulfills functions related to oversight of day-to-day operations of the District office. This position performs a wide range of bookkeeping and office support activities for the District Manager and the Board of Directors to facilitate the efficient operation of the organization. This is a full-time position.

SUPERVISORY RESPONSIBILITIES: Works under the general supervision of the District Manager while helping oversee general office operations and bookkeeping processes.

DUTIES AND RESPONSIBILITIES: The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all-inclusive. This position may complete other duties as assigned.

Bookkeeping:

- Handle bank deposits and invoice/billing requirements
- Update/maintain budgets via QuickBooks and Microsoft Excel
- Perform monthly, quarterly, and/or yearly account reconciliations and reports as needed
- Support yearly audits in conjunction with accounting firm
- Informs annual report and economic impact analyses as needed
- Manage TVID accounts and subscriptions such as Microsoft 365, Adobe Creative Suite, Streamline webpage services, etc.
- Ability to understand oral and written instructions
- Ability to work independently or as part of a team
- Ability to establish and maintain an effective working relationship with other employees, supervisors, outside contractors, and the public
- Interact with and strive to maintain good working relationships with water users

Administrative Support:

- Organizing/maintaining electronic and paper files/records
- Answer, screen, and transfer inbound calls
- Support through general clerical duties such as photocopies, fax and mailings, ordering office supplies, and tracking inventory
- Prepare official documents as needed through drafting, editing, and distributing:
 - Meeting agenda packages and minutes for Board meetings
 - General correspondence, reports, and presentations as needed
- Assist District Manager in planning, scheduling, and attending meetings, conferences, events, open houses, and activities as needed
 - Examples include creating and mailing quarterly newsletters, planning and organizing annual Holiday luncheon, preparing Board room for monthly meetings, etc.
- Public Relations
 - Edit and update documents/information on website as needed
- Coordinate with Office Manager to resolve technology/software issues

Mandatory Job Requirements:

- High school diploma or GED; at least two years of experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.
- Competency utilizing QuickBooks, Microsoft 365, Google Drive, etc.

Necessary Knowledge, Skills, and Abilities:

- Self-Motivated
- Teamwork
- Flexibility & Adaptability
- Prioritizing
- Attention to detail and accuracy
- Planning and Organization
- Communication Skills – written and verbal
- Problem assessment and problem solving
- Computer Skills
- QuickBooks

TOOLS AND EQUIPMENT USED: Personal computer, word processing software, spreadsheets, copy machine, fax machine, and various other office equipment. Examples of computer software include, but not limited to:

- QuickBooks and other types of accounting/budgeting software
- Microsoft Office Suite, Adobe Creative Suite, Website services

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, push, pull, reach, use manual dexterity, talk, hear, and perform repetitive motions. Periodically, the employee will be regularly required to lift 10-25 pounds. The employee is occasionally required to lift more than 25 pounds, stoop, kneel, crouch, and crawl.

Specific vision abilities required by this job include normal vision to perform routine observation, reading and writing, moderate vision to operate office equipment such as calculators, keyboards, and/or word processors, close vision for reading detailed charts or computer printouts, or equipment requiring depth perception.

WORK ENVIRONMENT AND GENERAL INFORMATION: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in a climate-controlled office environment but may be exposed to extreme cold/heat and wetness/humidity on an occasional basis. The noise level in this environment is usually moderate.

The duties listed are intended only as illustrations of the various types of work that may be performed and are in no way construed or perceived to be exhaustive. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

PAY AND BENEFITS:

- **Starting wage:** \$23.77 - \$26.45 DOE
- **Benefits:** Health insurance (medical, dental, and vision), District contribution to Oregon Public Employees Retirement System (PERS), 10 paid holidays/year, 12-20 days paid vacation/year (based on tenure), 12 days paid sick leave/year.

HOW TO APPLY: Candidates must submit their application, resume, cover letter, and a listing of at least three (3) references via one pdf file to bobby.nuvolini@tvid.org. Applications will be accepted until the position is filled.

Approved by:

District Manager

Date

Reviewed by:

Chair of the Board

Date

Received by:

Employee

Date