

Watershed Agricultural Council

Agriculture ♦ Forestry ♦ Conservation Easements ♦ Economic Viability

33195 State Highway 10, Walton, New York 13856

phone: 607-865-7790

fax: 607-865-4932

nycwatershed.org



Head of Administration Non-Exempt Employee Position Description

The Head of Administration directly supports the Executive Director, Director of Operations, Finance Director and the Board of Directors of the Watershed Agricultural Council. The position requires independent judgment, skilled communication, and obsessive attention to detail. The Head of Administration is an integral part of the Executive Team and shall conduct business in a highly professional and confidential manner. This position works under the direct supervision of the Director of Operations

Education and Experience Requirements:

- Associates degree or higher in Administration or related field preferred.
- Minimum of five years office administration experience.
- Experience working with not-for-profit Board of Directors.
- Excellent Microsoft Office skills including Word and Excel.
- Commitment to results: 'can-do' mindset; outstanding problem-solving ability; high degree of competency and independence
- Ability to work as a team member and support programmatic functions of the organization.
- Ability to anticipate the needs and preferences of the Executive Team.
- Collaborative work style, with a customer service orientation.
- Excellent analytical, communication and presentation skills.
- Sense of humor, integrity, personal sense of accountability and motivation to understand the perspectives of others.
- Ability to work well and interact with a diverse group of people.
- Genuine interest and understanding of WAC's mission.
- Must have a valid and current driver's license.

Duties and Responsibilities:

- Provide direct, daily and proactive administrative support to the Executive Team.
- Draft letters, emails, reports, and other correspondence on behalf of the Executive Team and Board.
- Create and maintain systems and processes to streamline administrative operations.
- Coordinate employee safety equipment replacement and staff apparel programs.
- Research, prepare, and occasionally write reports, materials, charts, procedures, policies, responses to inquiries, and statistics for publication or implementation.
- Coordinate schedules, travel, events, and interactions for the Executive Team, WAC Chair, and WAC Board.
- Assist with maintaining operational and organizational electronic and paper filing systems.
- Prepare and distribute agendas and meeting materials for the Watershed Agricultural Council, Executive Committee, Governance and all other committee meetings, as assigned.

- Provide direct recording of minutes for the Watershed Agricultural Council Board, Executive Committee, Governance and all other committee meetings, as assigned.
- Assist in maintaining Watershed Agricultural Council documents such as the Constitution and By-laws, the Certificate of Incorporation of the Watershed Agricultural Council, Policy Handbook, WAC minutes and Employee Handbook (including maintaining personnel files on all employees). Provide support in creating and formatting these documents and review as needed.
- Assist with monitoring Administration operational budgets and spending and assist with purchasing as needed.
- Assist in the management of Information Services (MIS) including but not limited to all computer, phone, printer, copier, and fax specifications, purchasing, networking, and staff training.
- Coordinate long-term project timelines in addition to day-to-day responsibilities.
- Coordinate Executive Team Calendars