



Our mission is to manage and preserve the water resources of the Prior Lake-Spring Lake Watershed District to the best of our ability using input from our communities, sound engineering practices, and our ability to efficiently fund beneficial projects which transcend political jurisdictions.

www.plslwd.org

Position Title:	Administrative Assistant
Pay Rate:	\$18 - \$22, dependent on qualifications
Hours:	10 – 20 hours per week; flexible days/hours
Status:	Part-time
Benefits:	Enrollment in PERA retirement plan
Location:	PLSLWD, 4646 Dakota Street SE, Prior Lake, MN 55372 <i>Note: All duties of this position are typically in-person at the office address listed above. However, if Covid restrictions require the office to be shut down, the duties of the position will be completed virtually.</i>
Deadline:	Applications received by February 7, 2021 will be given priority. <i>Rolling applications will be accepted until the position is filled.</i>
To Apply:	Submit formal cover letter and resume directly to Kathryn Keller-Miller at kkeller-miller@plslwd.org with the position title in the email subject line.

Key Responsibilities and Duties:

General Administrative Support

- Provide Administrative Assistance to the District Administrator to ensure that District matters are handled efficiently and effectively.
- Assist program and project staff with mailings and other general administrative duties.
- Prepare correspondence, reports and PowerPoint presentations.
- Organize, update and maintain district files; scan, name and file documents appropriately.
- Assist the District Administrator with the annual budget development.
- Coordinate meetings & events: reserve rooms or venues, prepare and print materials/mailings, order food, coordinate materials, set up and take down for events and meetings, solicit donations/door prizes from local businesses for special events, etc.

- Post notice & materials for public meetings: add agenda & materials to website, upload videos to YouTube channel and website, submit public notices to the paper, etc.
- Assist with taping the monthly Board meetings and work with the City's Communication and Media staff to play meetings on local station.
- Format and edit documents as assigned, including the Board meeting minutes from Board Secretary, Board Agendas and Board Meeting materials.
- Interact with local newspaper to place legal notices and press releases.
- Coordinate and complete regular website updates; work with the website administrator on major changes.
- Assist with annual health insurance review and employee enrolment.
- Provide and secure required paperwork for new and temporary employees.
- Assist with Annual Financial Audit: coordinate with District Accountant and Auditors; provide financial/district information as requested.
- Assist with the Annual Workers' Compensation Premium Audit.
- Prepare/complete/update reports and forms such as: State Auditor's Report, Annual Liability Insurance form, Sales & Tax Use Report, Pay Equity Report, Annual Notification to Broker and Certification by Broker, County Levy Certification, and Certification of Liability.

Coordination of Office Operations

- Answer general phone line and greet visitors.
- Maintain and order office supplies & materials, including inventory control and asset management (keeping track of all software codes, years software/hardware/materials are purchased, etc.)
- Manage and troubleshoot telephone, printer, computer & technology issues with appropriate vendors/providers.
- Coordinate staff IT needs and make arrangements with IT consultants; coordinate periodic maintenance checks on computers

Qualifications and Experience

Required:

- High School Diploma/GED
- At least three years of office administration support experience
- Excellent interpersonal skills and ability to work collaboratively

- Effective multi-tasking skills
- Ability to problem solve and innovate
- Demonstration of a high level of respect, integrity and confidentiality
- Strong written, oral, and interpersonal communication skills
- Strong organizational skills with attention to accuracy and detail
- Willing to learn new technology and processes and recommend enhancements
- Proficient with Microsoft Office (Word, PowerPoint, Outlook, and Excel) and Adobe Pro
- Experience with Wordpress and maintaining websites

Preferred:

- Two years of formal office administration training (associates degree or certificate)
- IT experience and/or familiarity with computer hardware and software
- Familiarity with Adobe Rush or other video editing software
- Experience with Microsoft Access databases

This Job Description is intended to describe the general contents of and the requirements for the performance of this job. It is not intended to be, nor may it be construed to be, a complete and exhaustive statement of duties, responsibilities, or requirements. It is subject to change as the needs of the District and the requirements of the position change. Additional or revised responsibilities and special projects may be assigned. This is not a contract nor does it imply a contract.