

**Employment Opportunity for an  
OFFICE MANAGER  
(24-32 hours per week\*)**

**BACKGROUND:**

The Dixon Resource Conservation District (RCD), located in Dixon, California, is seeking an Office Manager. The Dixon RCD is a Special District that is mandated by the State of California Public Resource Code and acts as a focal point for local conservation efforts on private and public land. We are a small, dedicated team that works closely with landowners, farmers and other agencies in and around Dixon.

The Office Manager position provides critical administrative support to District functions and operations, as well as partner agencies, as necessary. This position is an at-will part-time position, and reports directly to the Dixon RCD District Manager. According to the Dixon RCD Personnel Policy, a part-time employee means a person who is regularly employed and assigned to work a number of hours, which are less than the hours in a regular pay period. For more information on our programs visit: [www.dixonrcd.org](http://www.dixonrcd.org).

**OVERALL RESPONSIBILITIES:**

The Office Manager's responsibilities include, but are not limited to the following:

1. Assist the District Manager to prepare for the monthly Dixon RCD Board meetings and as needed partner agency meetings, which include preparing and proofreading staff reports, preparing vendor claims and financial reports, copying and mailing the Board packets, preparing and posting agenda as required by State Law, planning food for meetings and updating the website;
2. Take accurate notes and transcribe notes into meeting minutes for Board meetings; Prepare follow-up documents from Board meetings, such as processing resolutions or agreements adopted;
3. Serve as an initial contact with members of the public that call or visit the office and help field or direct their requests.
4. Purchase District office supplies;
5. Prepare and mail annual invoices and follow-up invoices to landowners, deposit funds received and record payments in various databases; Maintain, update and troubleshoot Access database for Ditch Maintenance, including active & inactive membership records, parcels, and provide database queries and reports;

6. Maintain the District's, monthly accounts payable / receivable, including paying invoices, and reconciling bank statements for several local bank accounts; Reconcile Fund accounts for funds held by Solano County on a monthly basis; Process Deposit Permits and Journal Vouchers for deposits made for all Dixon RCD programs;
7. Track Dixon RCD Board Member terms and training; prepare posting / correspondence for Board member recruitment; Serve as Filing Officer/Filing Official for Fair Political Practices Commission (FPPC) filings;
8. Prepare requested reports for other entities. Prepare, update and maintain all personnel paperwork for processing and filing; Maintain official documents and records of the District in paper and electronic formats;
9. Perform other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

1. Candidates must have at least three years of experience in administrative office work, preferably with a special district or local government. Must have strong communication skills and be highly organized. Must be comfortable with technology, and have the ability to produce neat correspondence, documents and forms; Working knowledge of Microsoft Programs and experience with databases is required. Candidates must be able to self-direct their work and to work cooperatively with others, and have the ability to present themselves in a friendly and professional manner to the public. To perform the assigned duties, the employee may be required to work outside of regular work hours (8-5 Monday through Friday), with some night meeting obligations. Must have a valid California driver's license, clean driving record, and current auto insurance.

#### **DESIREABLE QUALIFICATIONS:**

1. Knowledge of laws and requirements related to Special Districts
2. Spanish fluency highly preferred
3. Familiarity with agriculture and conservation

#### **COMPENSATION:**

This is a PART-TIME position, estimated at 24-32 hours per week, with the potential for additional hours in the future. The preference would be that the employee work five days a week. Within that schedule, there is some flexibility as to what hours of the day. Pay range for this position is \$25.00/hour to \$27.00/hour (based on experience), plus benefits.

#### **APPLICATION INFORMATION:**

To apply, please email a cover letter, resume, and a completed application form (available at [www.dixonrkd.org](http://www.dixonrkd.org)) to [kelly-huff@dixonrkd.org](mailto:kelly-huff@dixonrkd.org).

**The deadline for applications is extended to May 28, 2021 or until filled.** If you would like additional information, please contact the email address above.

*The Resource Conservation District is an equal opportunity employer. Candidates reflecting the social diversity of California are strongly encouraged to apply.*