

## **McHenry County Conservation District Job Description**

**Job Title: Administrative Support Specialist**  
**Division: Development/Foundation**  
**Reports To: Development Director/Executive Director of McHenry County Conservation Foundation**  
**FLSA Status: Non-Exempt/Regular Part-Time**  
**Location: Lost Valley Visitor Center/Remote**  
**Salary Level: 13 (Administration)**  
**Approved By: Executive Director**  
**Approved Date: 4/26/2019**  
**Modified: 10/29/2021**

### **Summary**

The Administrative Support Specialist is responsible for the performance of administrative/ clerical activities designed to support the Development Director/Executive Director of the McHenry County Conservation Foundation.

This position is responsible for performing administrative/ clerical work within the context of well-defined procedures, practices, methods and parameters. This work involves development and maintenance of an accurate record system, validation and verification of records/ documents as well as prioritization of work assignments; preparation of reports required for internal management and/or other agencies; the maintenance of special control records; and reception/ customer service duties as required. Contact with the public is required.

This position works with minimum supervision. Work is subject to occasional review upon completion for adherence to District and McHenry County Conservation Foundation standards, procedures, and processes.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

1. Supports the Development Director/Executive Director of the McHenry County Conservation Foundation with the preparation of donor communications, gift acknowledgements, and monthly financial reports.
2. Assists with prospect tracking, portfolio management, fundraising progress reports, prospect research, uniform budgets, ordering office supplies, and other tasks that are necessary for the Development Director/Executive Director of McHenry County Conservation Foundation to complete their job.
3. Uses donor management system and Quickbooks to process and record financial information and donor gifts, update constituent records, and produce reports.
4. Assists with the development of various marketing content, including but not limited to social media posts, website content, and press releases.
5. Manages, tracks, and reports on key data related to the work plan and strategic plan.
6. Provides event support at McHenry County Conservation Foundation and McHenry County Conservation District events, as requested.
7. Handles general clerical assignments including copying, faxing, data entry, word processing, filing, and customer service.
8. Coordinates meeting logistics and serves as meeting secretary, as requested.
9. Maintains records for the McHenry County Conservation Foundation and disposing of these records in accordance of the State Records Retention Act and Foundation policy.
10. Maintains internal operating records/ reports as well as logs and documents.

11. Receives public questions, complaints, and problems regarding Foundation-wide procedures and functions.
12. Contact contractors and vendors needed for contracting jobs.
13. Work with vendors on troubleshooting when issues arise and billing errors/questions.
14. Performs secretarial duties including drafting and typing memos, letters, outlines, and reports for the Development Director/Executive Director of the McHenry County Conservation Foundation with minimal direction provided, but reviewed upon completion by the Development Director/Executive Director of the McHenry County Conservation Foundation.
15. Maintains an awareness of proper safety procedures and guidelines and applies these in performing daily activities and tasks.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

An Associate's degree (A. A.) or equivalent from two-year college or technical school in secretarial science, business office management, or related field; and a minimum of three years related experience and/or training in administrative work; or equivalent combination of education and experience.

### **Certificates, Licenses, Registrations**

1. Possess a valid driver's license.
2. Possess or the ability to obtain First Aid/CPR certification within one year from date of employment.

### **Other Qualifications**

1. Knowledge of administrative and secretarial practices and procedures.
2. Knowledge of business English, spelling, punctuation, grammar, format vocabulary, composition and tone.
3. Knowledge in modern office practices, procedures, and equipment, including knowledge of personal computers and related hardware, software, and peripherals.
4. Knowledge of both the Foundation and the District's mission, organization, operations, policies, and procedures.
5. Knowledge of the geography of the District.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Microsoft Word, Excel, Quickbooks, PowerPoint and Outlook software programs.

### **Other Skills and Abilities**

1. Skill in typing at a speed of 50 words per minute.
2. Skill in the use of telephone and office equipment.

3. Skill in composing simple correspondence on routine matters and in performing normal office management functions without specific direction.
4. Demonstrates skill in meeting the public courteously.
5. Ability to work independently with minimal supervision.
6. Demonstrate sensitivity in handling confidential material.
7. Ability to effectively manage multiple projects of varying scales at any one time and to shift priorities as required.
8. Skill to make mathematical computations with speed and accuracy.
9. Interpersonal skills needed to effectively communicate with personnel and general public.
10. Ability to set priorities and function effectively in an office environment. Must be able to easily change priorities, coordinate multiple projects at the same time and deal with deadline orientated pressures.
11. Ability to maintain moderately complex records and prepares reports from varied statistical or narrative information.
12. Ability to make decisions according to established policy.
13. Ability to drive a motorized vehicle to perform various job-related functions.

### **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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, with occasional lifting up to 25 pounds. Ability to be reasonably ambulatory and manual dexterity. Specific vision abilities required by this job include ability to adjust focus.

### **Work Environment**

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 individuals with disabilities to perform the essential functions.

Generally, duties are performed indoors on the computer. The noise level in the work environment is usually quiet.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.*