



## Capitol Region Watershed District

595 Aldine Street • Saint Paul, MN 55104

T: 651-644-8888 • F: 651-644-8894 • [capitolregionwd.org](http://capitolregionwd.org)

**LAST UPDATE:** June 6, 2022  
**GRADE:** 4  
**JOB CLASSIFICATION:** Administrative Assistant IV  
**POSITION TITLE:** Office Manager  
**REPORTS TO:** Deputy Administrator

Capitol Region Watershed District embraces and values diversity and seeks to recruit, promote and retain employees that reflect the community we serve. We believe that diversity enriches the workplace and enhances the quality of our service. The District encourages anyone who is interested and qualified to apply for open positions.

**PRIMARY OBJECTIVE:** Perform skilled to highly skilled duties related to planning, organization, coordination, and implementation of administrative and operational functions for the District.

**POSITION OBJECTIVE:** The Office Manager has six main areas of administrative responsibility including payroll, accounts payable and receivable, benefits administration, building management, District Board of Managers and Community Advisory Committee support, and other general administrative duties.

### ESSENTIAL FUNCTIONS:

1. Manage the implementation of the District's accounting and project management software to track staff time, complete payroll, process accounts payable and receivable, compose project financial reports, and update and reconcile District accounts. Other related duties include providing technical support and training to staff on the accounting and project management software and coordinate updates and communication with the software company.
2. Collect and process incoming invoices and revenue and work with Administrative Assistant and District Accountant to process the accounts payable and receivable and prepare monthly, year to date, and year-end financial reports.
3. Administer employee benefits during open enrollment period and for new employees by managing electronic enrollment, answering questions and coordinating with benefit providers.
4. Manage building operations and systems including but not limited to telecommunications, security system, vehicles, building maintenance, utilities, equipment and supplies.
5. Provide administrative support to the District's Board of Managers and Community Advisory Committee by attending meetings, preparing meeting minutes and other documents, and performing other duties as needed.

6. Evaluate, develop, and implement office and administrative procedures in order to improve productivity, workflow, and efficiency.
7. Assist in the onboarding of new employees including coordinating email, technology and work station set up, helping them complete necessary paperwork, providing District policies and procedures and showing them around the workplace. Assist in the departure of an employee.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Assist Deputy Administrator in the preparation and tracking of an annual budget for administrative operations.
2. Manage District electronic and paper records and the filing and information retrieval system.
3. Schedule and make arrangements for meetings, conferences, travel, and training for District staff and purchase food and supplies as needed for District hosted meetings.
4. Perform other duties as needed or required.

*(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change.)*

**SALARY:** \$57,426 – \$87,822 plus comprehensive benefits including 11 paid holidays, paid time off, employer paid health, dental, retirement and other insurance benefits, and remote work hours. Initial salary depends on qualifications and experience.

**MINIMUM QUALIFICATIONS:** The employee must possess High School diploma or GED equivalent. Associates or college degree is desired. Seven (7) years of experience as office manager, administrative manager, administrative assistant, business manager or accountant. Regular use of a personal computer, database management, word processing and accounting software required. Valid Minnesota Driver's License.

**KNOWLEDGE, SKILLS and ABILITIES:**

1. Excellent proficiency with Microsoft Office suite, accounting software, and other common software applications.
2. Proven ability to take direction, work independently with a minimum of supervision, use good time management practices.
3. Exceptional project management skills with ability to set priorities, balance large volumes of diverse work and implement work successfully.

*Our mission is to protect, manage and improve the water resources of Capitol Region Watershed District.*

4. Experience developing and managing professional services, construction and vendor contracts.
5. Ability to effectively provide direction to consultants, contractors, and vendors to ensure contract requirements are met.
6. Ability to develop and maintain effective working relationships with District staff, Board of Managers, Community Advisory Committee, government agency staff, members of the public, and other interested parties.
7. Communicate effectively in writing and orally. Excellent conflict management and interpersonal skills.
8. Conduct analysis, planning, and implementation for administrative programs. Ability to research and prepare detailed reports and analyses.

**SUPERVISORY RESPONSIBILITIES:** None, unless otherwise assigned.

**RESPONSIBILITY FOR PUBLIC CONTACT:** This position requires a high level of public contact requiring tact, courtesy and good judgment.

**EMPLOYMENT CLASSIFICATION:** Salaried, exempt from the provisions of the Fair Labor Standards Act.

**CRIMINAL BACKGROUND CHECKS:** All employment offers are conditioned upon the applicant passing a criminal background check. Convictions are not an automatic bar of employment. Each case is considered on its individual merits and the type of work sought. However, making false statements or withholding information will cause you to be barred from employment, or removed from employment.

**EQUAL OPPORTUNITY EMPLOYER:** Capitol Region Watershed District is proud to be an equal opportunity employer. All applicants will be considered for employment without attention to race, color, creed, religion, age, sex, disability, marital status, political affiliation, genetic information, sexual orientation, gender identity, public assistance, veteran status, national origin or other legally protected status protected under federal, state, or local law.

**If you need assistance or an accommodation due to a disability, please contact us at [careers@capitolregionwd.org](mailto:careers@capitolregionwd.org), 651-644-8888.**

## PHYSICAL DEMANDS AND JOB DESCRIPTION SUPPLEMENT

### WORK ENVIRONMENT

- 1.) Normal shift = eight (8) hours for five (5) consecutive days.
- 2.) Work location normally in controlled environment.
- 3.) Stress level varies from low to very high.

### PHYSICAL DEMANDS

Type of Activity	Frequency
Walking/standing:	O
Sitting:	S
Standing in One Place:	O
Climbing:	O
Pulling/Pushing:	O
Crawling/Kneeling/Squatting:	O
Bending/Stooping:	O
Twisting/Turning:	O
Repetitive movement:	O
Lifting waist to shoulder:	O
Lifting knee to waist:	O
Lifting floor to knee:	O

S = Significant      M = Moderate      O= Occasional

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