



# JEFFERSON COUNTY SOIL AND WATER CONSERVATION DISTRICT

[www.jeffersoncountyswcd.org](http://www.jeffersoncountyswcd.org)

25451 State Route 12, Watertown, NY 13601  
Telephone (315) 782-2749

## Office Manager

Our mission is to bring people, government agencies, and private interests together to manage Jefferson County's natural resources and environmental concerns.

*We are seeking an Office Manager to fill a vital role. This position includes the fiduciary responsibility of reporting all financial data to the Board of Directors with diligence. Strong ethics and adherence to regulations are crucial. Work is performed independently, professionally, and under minimal supervision.*

**Salary range:** \$60,000-\$80,000 based on education and experience (see below)

**Residency requirement:** Candidates must be a resident of New York State, preferably a resident of Jefferson County or a contiguous County (Lewis, Oswego, or St. Lawrence), at the time of hire.

**Benefits:** Health and dental insurance, disability insurance, paid time off (vacation, sick leave, and federal holidays), NYS Retirement (optional until position becomes permanent\*), and NYS Deferred Compensation.

\*This is a provisional appointment until successful ranking on the civil service exam.

**Schedule:** Typically, Monday – Friday, 8 am to 4:30 pm, in addition to monthly evening board meetings. An occasional weekend and/or overnight in-state travel may be necessary, mostly for training purposes or other meetings. Day trips within the area are required; therefore, a personal vehicle is necessary. Mileage is reimbursed at the current IRS rate.

**Application for employment** is available on Jefferson County's website under Human Resources, Civil Service Forms: <https://co.jefferson.ny.us/media/HR/07-19%20APPLICATION%20FOR%20EXAMINATION.pdf>

**NOTE: Background check will be required.**

**Application deadline: Friday, May 2, 2025**

*Jefferson County Civil Service competitive position - Equal Opportunity Employer*

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### Education/Experience:

- Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in business, public administration, accounting, or related field; and one (1) year of related professional experience; OR
- Graduation from a regionally accredited or New York State registered college with an associate's degree in business, accounting, or related field; with three (3) years of related professional experience; OR
- High school graduation or GED with 5 years of related professional experience; OR
- An equivalent combination of training and experience as defined above.

**Examples of work:** *(Illustrative only)*

- Process all expenditures, including payroll, quarterly reports, and tax forms;
- Maintain operational budget;
- Prepare agendas, minutes, and financial reports for the Board of Directors;
- Assist staff with implementation of a variety of programs and field work;
- Orient new employees and maintain employee personnel files;
- Perform related work necessary for the efficient execution of administrative functions;
- Prepare a variety of reports, documents, and correspondence.

**Knowledge, skills, and abilities:**

- Thorough knowledge of principles and practices of office management, including a knowledge of personnel methods and procedures
- Resourcefulness in the solution of complex administrative problems
- Thorough knowledge of office terminology, procedures, and equipment
- Good knowledge of statistical techniques, particularly in relation to the ability to prepare written reports
- Thorough knowledge of business arithmetic and English
- Organization: Ability to organize, lay out, and supervise work for others;
- Communication
- Supervisory principles and techniques
- Ability to get along well with subordinates and others to secure their cooperation
- Tact, courtesy, and dependability
- Physical condition commensurate with the demands of the position

**To apply:** Send a completed application (*Page 1*) with a resume and contact information for three professional references and three personal references. Include official transcripts for any degree listed. Include a cover letter identifying how you meet the criteria listed in the knowledge, skills, and abilities portion of this announcement.

**Incomplete submissions will not be considered.**

Send to: Jason Bast, Chair  
Jefferson County Soil and Water Conservation District  
25451 State Route 12  
Watertown, NY 13601