

**MENOMINEE COUNTY/TOWN OF MENOMINEE
POSITION DESCRIPTION AND JOB POSTING**

Position Title: Assistant/Technician	Department: Conservation/Forestry/Zoning	Division/Section:
Classification: Hourly	Salary: \$15.00	Supervisor: Jeremy Johnson
Supervision Exercised: Volunteers/Interns	Posting Date: 3/12/19	Deadline Date to Apply: 3/22/19
Position Summary: This position is primarily to assist the Department Director with programs. Position is responsible for general office operation, filing and data processing. Serves as first line for office contacts and general information file requests. Delivery of solid waste and recycling program information and grant reporting. Serves as a field technician for several programs under the direction of the Department Director. The position is regular, part-time at 28 hours per week, and can be flexible with hours/schedule. No health insurance benefits are currently offered with this position.		

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform administrative duties for the department, general correspondence, filing, meeting minutes and reports.
- Perform word processing and data entry.
- Update forms and permit application packets as needed.
- Complete billings, requisitions, and invoices as required.
- Main contact for solid waste and recycling program questions and inter-governmental coordination. Budget, apply for grants, and complete annual reports for the program.
- Complete onsite building and zoning permit inspections.
- Assist Department Director in preparing budget reports and monitor spending.
- Assist in preparation and delivery of educational programs.
- Daily transportation for office needs, posting for meetings, and other local duties.
- Complete field surveys and help with other fieldwork as needed.
- Assist in implementation of the Land and Water Resource Management Plan.
- Conduct surveys, controls, and monitoring of invasive species populations within the county. Coordinate with other local governments, agencies, and organizations to complete these tasks county-wide.
- Gather information and prepare meeting packets for Land Conservation Committee, Zoning Committee, and Board of Adjustments. Attend meetings as required.
- Contributes to the team effort by performing related duties as necessary or as assigned by the immediate supervisor.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalency.
- A minimum of 1 year related work experience within the field of environmental, building/zoning, sanitary, recycling programs, or similar work.
- Possession of a valid Wisconsin Driver's license, access to an insured vehicle, and ability to provide continual verification of meeting such requirement.
- Must possess and maintain a home/personal telephone.
- Must submit to a thorough criminal background check and not have been convicted of or pled no contest to felony, a crime of violence, or theft within the past five years, or a related offense.
- Must submit to a pre-employee drug test.

A person not meeting any one of the minimum qualifications listed above will not be considered for an interview.

NECESSARY KNOWLEDGE/SKILLS/ABILITIES:

- Knowledge of the principles and practices of business administration, and GAPP (Generally Accepted Accounting Principles) including budgeting, planning, administration, evaluation and quality improvement methods. Ability to apply and interpret Federal, state and local rules, directives and policies. Ability to establish and maintain effective contacts, communication and working relationships and apply professional communication skills effectively orally and in writing and write reports, correspondence. Ability to organize, work independently, carry out assignments, manage a number of tasks concurrently, and perform work accurately and efficiently. Ability to cope with time-pressured deadlines and to successfully adapt to changes. Ability to concentrate on details, ensure accuracy and to apply sound recordkeeping skills. Ability to make mathematical computations in all units of measure, as well as ability to compare, count, differentiate, measure and/or sort, as well as assemble, copy, record and transcribe data and information. Skill in modern office practices, procedures, security. Knowledge of business English, spelling, and composition.
- **Physical Demands:** Ability to perform most work encountered in a normal office setting, with no physical limitations that would impair mobility or restrict ability to lift and carry a minimum of 10/20 pounds and occasionally lift and/or move up to 25 pounds; sit down/get up; stoop; frequently climb flights of stairs; sit for a number of consecutive hours; concentrate on precise and critical information. Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as use of data entry keyboard, calculator, telephone, photocopier, and driving a vehicle.
- **Mental Demands:** Must be able to analyze many variables and choose the most effective course of action for the County/Town at any given point in time. Must make effective decisions. Personal maturity is an important attribute. Must relate and interact with people at all levels. Must be culturally sensitive. Stressful factors include the on-going intensity of critical information, performing detail reports, pressure of meeting deadlines, involvement with consumers, the public, personnel and governmental agencies, a varied schedule, travel, and travel in inclement weather.
- **Personal Characteristics:** Appearance should be pleasing, poised, and well groomed; attitudes toward people should demonstrate warmth of personality, patience, respect, sensitivity to feelings and ideas; a willingness to give and sustain help; dependable, reliable, flexible, have integrity, insight, imagination, and creativity.
- **Other:** This position description is an illustration of the duties and responsibilities of this position and is not intended to be all-inclusive. Management reserves the right to add or remove duties and to assign other duties as necessary. This job description does not constitute a contract for employment.

BENEFITS: To see a summary of Menominee County's benefits, visit Menominee County's website at www.co.menominee.wi.us and click on the "Career Opportunities" tab appearing in the left margin of the home page.

APPLICATION PROCESS:

A complete application includes:

- Menominee County Employment Application (available in the Administrative Coordinator Assistant's Office or online at www.co.menominee.wi.us under the "Career Opportunities" tab appearing in the left margin of the home page);
- Current resume;
- Two professional letters of reference and one personal letter of reference;
- Copy of any applicable college transcripts;
- Copy of valid Wisconsin Driver's license.

Applications that are incomplete or do not include the information described above will be screened out and will not proceed to the interview stage.

Please submit all required information in person to the Administrative Coordinator Assistant's office at the Menominee County Courthouse located at W3269 Courthouse Lane in Keshena, Wisconsin. Alternatively, all of the required information can be mailed to:

Menominee County Courthouse
Attn: Human Resources
P.O. Box 279
Keshena, WI 54135

Please call 715-799-3024 if you have any questions or need assistance.

Menominee County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.