



OFFICE MANAGER

Are you a great supportive partner? The Colusa County Resource Conservation District is seeking someone who enjoys being an integrated part of a growing team. As Office Manager you'll be responsible for assisting the Executive Director in managing the Colusa County Resource District's (CCRCD) activities, guided by policies and procedures established by the CCRCD Board. You will receive training from and serve under the direction of the CCRCD's Executive Director.

WHAT YOU'LL GIVE: ASSISTING EXECUTIVE DIRECTOR & TEAM

Administrative Duties: As our collaborative and supportive Office Manager, you will spearhead the smooth operation of our organization's administrative functions. Your patient and detail-oriented approach will shine as you prepare for board meetings, ensuring agendas are efficiently crafted, meeting materials are distributed promptly, and meeting minutes are accurately recorded. Your conscientious nature will be invaluable in ensuring that all procedures adhere to regulatory requirements such as the Brown Act and Open Meeting guidelines.

Financial Management: In this role, your strong sense of responsibility will be essential in maintaining our financial stability and transparency. You will take charge of day-to-day financial operations, including accounts payable, accounts receivable, recording transactions in QuickBooks, and preparing comprehensive financial reports for our Board. Your detail-oriented mindset will ensure accuracy in budget preparations, funding requests, and the annual audit process.

Program Development and Outreach: As our Office Manager, you will support our program development and outreach efforts. Specifically, you will work with the Executive Director on policy development, fostering partnerships, and pursuing project opportunities aligned with our mission and long-range plans. Your dedication to excellence and cooperative nature will shine as you promote our organization through various channels and facilitate educational programs and events.

WHAT YOU'LL GET: COMPENSATION & BENEFITS

Full time employment (40 hours/week) with starting pay \$25 to \$30 per hour (based on experience). Benefits include holiday and sick leave upon hire, two weeks paid vacation within your first year of employment. Three weeks paid vacation after first year of employment. After passing a three-month probation period, you will also receive \$3 per hour additional pay plus 5% employer Retirement Plan match.



DESIRED QUALIFICATIONS:

1. Familiar with Sacramento Valley agriculture.
2. Excellent time management, problem solving, and organizational skills.
3. Experience in business administration and fiscal management.
4. Strong computer (Word, Excel, PowerPoint, QuickBooks), and writing skills.
5. Ability to interpret and make decisions in accordance with laws, regulations, policies and procedures.
6. Ability to flex work hours occasionally to accommodate weekend and evening meetings and events including attendance at annual four-day conference.
7. Valid driver's license, good driving record and car insurance.
8. Ability to pass a pre-employment physical and Homeland Security clearance to obtain access to federal computer system.
9. Strong desire to pursue a long-term rewarding career with the Colusa County RCD!

APPLICATION INFORMATION

If you're someone who thrives in a collaborative and detail-oriented environment, who values patience and conscientious work, and who is eager to make a meaningful impact, then we invite you to apply.

To apply, email a cover letter, resume and references to Liz Harper, Executive Director: liz@colusarc.org. Applications will be accepted on an on-going basis and the position will remain open until filled. The RCD is an equal opportunity employer. Candidates reflecting the social diversity of California are strongly encouraged to apply.

THE CCRCD IS AN EQUAL OPPORTUNITY EMPLOYER