Job Description: Office & Administrative Assistant
Agency: Iowa County Conservation
Classification: Full-Time | Non-Exempt
Salary: $20.00 / Hour
Schedule: Flexible (standard office hours with occasional evening or weekend requirements for special events)
Benefits: Full County Benefits Package

Position Purpose

Under the general supervision of the Conservation Director, the Office & Administrative Assistant provides administrative, operational, and public assistance for Iowa County Conservation. This position serves as the primary administrative contact for the department, facilitating public communications, supporting facility reservations, maintaining official records, coordinating digital and printed outreach, and providing general clerical support for conservation personnel, volunteer programs, and public events.

Essential Duties and Responsibilities

- **Public Relations & Customer Service:** Serve as the primary receptionist for the department and nature center; greet visitors, answer telephone inquiries, process incoming correspondence, provide accurate information regarding county parks and facilities, and manage facility reservations.
- **Administrative & Financial Support:** Prepare and process official correspondence, financial documents, statements, bills, receipts, and checks; maintain, file, and archive department records, press releases, and historical documents in accordance with county standards.
- **Public Information & Communications:** Draft, format, edit, and publish the departmental newsletter; update and maintain official website content and social media platforms; format promotional materials and public notices; prepare mailings for delivery to the U.S. Postal Service.
- **Program & Event Operations:** Assist conservation staff with the logistical support and marketing of special events, educational programs, and volunteer activities; assist with volunteer record-keeping and coordination.
- **Departmental Operations:** Execute administrative errands; assist with general office maintenance and light cleaning of public reception areas; perform other related duties and special projects as assigned.

Minimum Qualifications

- **Education & Experience:** High school diploma or GED equivalent.
- **Technical Skills:** Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and general computer operating systems; familiarity with or ability to learn web content management and digital publishing systems.
- **Knowledge & Abilities:** Strong written and verbal communication skills; excellent organizational skills and attention to detail; ability to work independently with self-motivation; a demonstrated interest in Iowa's natural resources and public conservation efforts.
- **Licensure & Requirements:** Possession of a valid driver's license; successful completion of a criminal background check; adherence to county workplace policies and standards of conduct.

Application Instructions

To be considered for this position, applicants must submit a completed Iowa County Employment Application, current resume, cover letter, and contact information for three professional references to:

Email: JSlings@iowacounty.iowa.gov
Application Form: [Click Here]
Iowa County is an Equal Opportunity Employer
https://iowacounty.iowa.gov/employment/

Deadline: Open until filled
Send Application To:
Jacob Slings
2550 G Ave
Ladora, IA 52251
JSlings@iowacounty.iowa.gov

Disclaimer: The above statements are intended to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.