

EQUUS BEDS GROUNDWATER MANAGEMENT DISTRICT NO. 2

POSITION DESCRIPTION

Job Title:	Administrative Assistant	Job Code:	102
Date:	August 7, 2024	Supervisor:	Manager
Written By:	Tim Boese	Exempt or Nonexempt:	Nonexempt
Approved By:	Tim Boese	Pay Scale:	\$40,000 to \$50,000+ DOQ

QUALIFICATIONS

A high school diploma and a minimum of one year's experience as an administrative assistant, secretary, office manager, office clerk or an equivalent position of responsibility are required. Additional education and experience preferred. The position seeks a person that is a self-starter, needs minimal supervision, and has a professional demeanor. The candidate must be experienced with the following office equipment: PC computer, printer, copier, fax, and telephone. The candidate must have work experience or completed training in QuickBooks, Microsoft Word, Excel, Outlook, and Access software, or similar software applications. Excellent proofreading and bookkeeping/accounting skills are necessary. The position calls for a person with an outgoing and pleasant personality and attitude.

SUMMARY STATEMENT

The Equus Beds Groundwater Management District is a special District established in 1975 to manage the groundwater resources, which underlie a portion of a four-county area in south-central Kansas. The District's functions are regulatory, service, educational and research in nature. An eleven-member Board of Directors governs the District. The District's administrative office is located in Halstead, Kansas and staffed by a Manager, Administrative Assistant, Hydrogeologist, and a Hydrologic Technician.

The District is an equal opportunity employer and a drug-free workplace. A nonsmoking policy has been adopted for the District office building and vehicles. A six-month initial appointment is required for new employees. Office hours are from 8:00 a.m. to 5:00 p.m. with one hour off for lunch.

Paydays are semimonthly on the 15th and the last day of each month.

RESPONSIBILITIES AND DUTIES

Receptionist duties include answering the telephone, message taking, maintaining the staff appointment calendar and greeting and assisting the public.

Secretarial duties and responsibilities include general secretarial skills including typing, word processing, proofreading, data entry, filing, taking minutes, scanning, photocopying and record keeping and updating. The position is also responsible for maintaining and updating water right records and preparing the District's newsletter.

Bookkeeping/accounting duties include maintaining the District's bank accounts, accounts receivable and payable, payment of bills, payroll, preparing and submitting state and federal withholding forms, preparing monthly financial spreadsheet reports, and preparing District records and accounts for annual audit.

BENEFITS

The District provides an excellent work environment, modern office equipment and computer system. Additional position benefits include twelve paid holidays, social security, paid health & dental insurance program, KPERS retirement, overtime compensation, and paid time off.

CONTACT

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