**Redwood Community Action Agency**

**Natural Resources Services Division**

**JOB ANNOUNCEMENT**

**TITLE:** Office Supervisor

**STATUS:** 0.25 to 0.5 FTE; also includes paid vacation / sick leave and 13 annual paid holidays

**SALARY:** $13 - $18/hour, DOE

**AVAILABLE:** Immediately

**DEADLINE:** Monday, August 25, 2014

**APPLICATION PROCESS:**

**Required** Employment Applications available at:

Redwood Community Action Agency, 904 G. Street, Eureka, CA. 95501 or [www.rcaa.org](http://www.rcaa.org)

PLEASE NOTE: Incomplete applications or resumes without applications will not be accepted.

**POSITION PURPOSE:**

Under the direction of the NRS Director, or his/her designee, the Office Supervisor assists with NRS Division operations, fiscal management, and administrative support. The Office Supervisor is self-directed and capable of working with and assisting other NRS staff with project administrative tasks. S/he assists the NRS Management Team with dissemination of information to staff. The Office Supervisor also acts as a liaison with RCAA’s fiscal department. The Office Supervisor will maintain NRS marketing materials and may assist in the development of project proposals and may take a lead role in the development of proposals for acquisition of computer software and hardware, or other office related needs. Please note that this position does not directly supervise other staff.

**GENERAL RESPONSIBILITIES:**

**Specific Tasks:**

* Assist management staff with payroll, budget, personnel, and client information with appropriate sensitivity, discretion, and confidentiality
* Assist the Director in maintaining the annual Division budget and monthly financial reporting spreadsheet system
* Maintain staff costs and charge out rate sheet
* Maintain division accounts receivable log
* Maintain NRS tracking spreadsheet for vendor and consultant invoices and payments
* Maintain NRS payroll summary spreadsheet system
* Assist project leads in preparing invoices for various public/private agencies in contract related work
* Assist staff with and train new employees about office and fiscal management tasks
* Initiate office supplies inventory and purchasing
* Conduct timesheet collection and tracking
* Initiate business correspondence and handle miscellaneous errands
* Participate in meetings and assist with note-taking and facilitating the meeting
* Manage information technology needs and NRS website in conjunction with RCAA’s IT dept.
* Assist with NRS marketing materials and grant proposal development

**JOB REQUIREMENTS**

**Knowledge of and Experience With:**

* PC and Macintosh computer systems and use of the internet for research and communication
* Various computer programs including Microsoft Office suite, Adobe, and Sage accounting software
* Basic bookkeeping and accounting principles

**Ability To:**

* Manage day-to-day operations of an office; including supplies ordering, organization of space and office equipment.
* Assist Director to develop, track and report on Division budget
* Organize and assimilate complex information and learn quickly
* Prepare and track financial documentation and manage budgets
* Perform job duties with a high degree of self-direction and with minimal supervision
* Develop and implement small office-related projects, including the accurate estimate of staff and materials costs required for project tasks
* Maintain confidentiality regarding personnel issues
* Communicate effectively in written and oral form including production of technical reports, basic facilitation of meetings and recording of meeting minutes
* Communicate/relate with individuals of diverse cultures, philosophical views, income levels and communication skills
* Establish and maintain cooperative and effective relationships with RCAA, NRS and personnel of other agencies, funding source representatives and local service and natural resources professionals
* Conduct self in professional, courteous and cooperative manner at all times, and maintain a professional standard regarding RCAA’s Personnel Policies and Procedures
* Insure and protect agency, employee and client confidentiality and safety
* Operate according to NRS’ standard operating procedures

**MINIMUM QUALIFICATIONS**

* AA Degree **and** three or more years work experience in office administration, management, or a related field
* Expertise with Microsoft software, particularly Excel and Word, PC and Macintosh computer systems, as well as use of internet browsers and email management systems
* Creative approaches to problem-solving from both an individual and team approach
* Demonstrated interest in and commitment to fostering environmental and community well-being
* Experience managing projects funded by public agencies
* Ability to effectively manage electronic and paper files

**DESIRED QUALIFICATIONS**

* Knowledge of Federal, State, and local grant funding agencies and their budgeting and invoicing requirements
* Understanding of natural resources restoration, planning, interpretation, and community planning
* Experience working administratively in the construction industry
* Experience implementing small projects with a budget of at least $5000
* Exposure to contract development and management in the private or public sector
* Experience with proposal-writing, and exposure to both the non-profit and for-profit sectors
* Knowledge of the agencies, organizations, and issues specific to planning and natural resource management in Humboldt County
* Knowledge of Adobe software and desktop publishing techniques and familiarity with Drupal web design software

**OTHER REQUIREMENTS**

* Must have means and capacity to perform job related work with personal vehicle, with proof of current auto insurance, valid CA license and current DMV driving record showing acceptable driving record
* Must be a U.S. citizen or lawful permanent resident; and have the ability to provide proof of identity and employment eligibility in accordance with Federal law
* Submit to fingerprinting for criminal record clearance and background checks
* Proof of required education (i.e. AA, BA, MSW, etc.)
* Home telephone or other effective means of communication

ESSENTIAL PHYSICAL ABILITIES

Employee must be able to provide the following with or without reasonable accommodation:

* Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively
* Sufficient manual dexterity to enable the employee to operate a personal computer, telephone and other related equipment
* Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form
* Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move or maneuver whatever may be necessary to successfully perform the duties of their position
* Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment

***REDWOOD COMMNITY ACTION AGENCY***

***AN EQUAL OPPORTUNITY EMPLOYER / AFFIRMATIVE ACTION***