

**Redwood Community Action Agency  
Natural Resources Services Division  
JOB ANNOUNCEMENT**

TITLE: Office Supervisor

STATUS: 0.5 to 0.75 FTE; potential for benefits after six months of employment; paid vacation/sick leave.

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

AVAILABLE: February 18, 2014

DEADLINE: January 24, 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 Director, 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.

**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 to prepare invoices for various public and private agencies for contract related work.
- Assist staff with (and training new employees about) office and fiscal management tasks.
- Initiate office supplies inventory and purchasing.
- Conduct timesheet collection and tracking.
- Initiate business correspondence and miscellaneous errands.
- Participate in meetings and assist with note-taking and facilitating
- Manage information technology needs and NRS website
- Assist with NRS marketing materials and grant proposal development

## **JOB REQUIREMENTS**

### Knowledge:

- Knowledge of PC and Macintosh computer systems, and use of the internet for research and communication.
- Knowledge of computer programs including Microsoft Office suite, Adobe, and Sage accounting software
- Expertise with MS Excel and MS Word
- Basic bookkeeping and accounting principles

### Ability To:

- Manage day-to-day operations of an office including supplies ordering and 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.

## **PHYSICAL REQUIREMENTS OF THE POSITION**

- Must submit to pre-employment physical with evidence of satisfactory health and ability to perform physical requirements of the position:
- Occasional lifting, moving, and carrying of up to 25 lbs
- To be on feet and/or walk for extended periods of time and to traverse up and down stairs on a daily basis
- Must have adequate hearing and vision levels to perform all aspects of the position
- Perform continuous repetitive hand/arm motion duties, including use of fingers to handle or feel objects, use of tools or controls (example: computer mouse and keyboard)
- Ability to sit for extended periods of time
- Ability to reach with hands and arms to file documents in drawers from floor level up to 4' high

***Redwood Community Action Agency is an  
EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER***