

**Position Description  
Executive Assistant  
Red River Watershed Management Board**

The Executive Assistant is the main support for the Executive Director and is directly supervised by and answers directly to the Executive Director. The Executive Assistant will assist in maintaining a permanent office as provided by Red River Watershed Management Board (RRWMB) and will serve as the main office contact for the permanent office location.

**Essential Functions:**

1. Provide support to the Executive Director during annual watershed levy procedures and certification. This requires a high level of interaction with local watershed district and county staff.
2. Assist the Executive Director with processing and maintenance of all account payables, receivables, and payroll. Annual payroll and quarterly reporting will include w-2's, 1099's, 941's, PERA, and State of MN reporting requirements. The Executive Assistant will be responsible for all general journal entries for the RRWMB.
3. Assist the Executive Director with grant and pass through administration. The Executive Assistant will monitor grant funds disbursed as a pass through as supervised by the Executive Director. The Executive Assistant will also submit necessary paperwork to receive reimbursement as required by grant agreements. This is a critical function and will require a high level of interaction with local, state, and federal officials.
4. The Executive Assistant will assist with the planning of the annual conference of the RRWMB and MN Flood Damage Reduction Work Group with a planning committee as directed by the Executive Director. This includes all facets of planning a large conference including but not limited to outreach, reservations of meeting room facilities, meal planning, speaker coordination, agenda development, etc.
5. Assisting with the development and distribution of monthly meeting packets at the direction of the Executive Director. Record meeting minutes for all RRWMB meetings and committee meetings. Attend non-RRWMB meetings and represent the RRWMB as directed by the Executive Director.
6. Assist with planning and coordination of annual tours and other events as directed by the Executive Director. Organizational skills will be critical.
7. Develop and maintain an electronic mailing list to ensure effective communication with RRWMB audiences.

8. The Executive Assistant will assist with outreach and communication as directed by the Executive Director with local, state, and federal agencies as well as assist in staffing RRWMB booths in the Red River Basin including but not limited to annual conferences for the Red River Basin Commission, Prairie Grains Conference, MAWD, etc.
9. With the coordination of the Executive Director and member watershed districts, develop and distribute a quarterly RRWMB newsletter via email.
10. Maintain the RRWMB website and ensure the website content is current.
11. Archive official RRWMB documents, meeting materials, and historical documents.
12. Assist with grant writing to apply for funds through various local, state, and federal funding programs to meet the mission and goals of the RRWMB as directed by the Executive Director.
13. Provide administrative support for the legislative liaison as directed by the Executive Director.
14. Maintain the permanent RRWMB office and interact with technology service providers such as computer hardware and software consultants, cell phone and local telephone providers, etc.
15. Assist the Executive Director with the annual review of all insurance policies and bonds held by the RRWMB. Work with the Executive Director to review and recommend changes in coverages to the RRWMB.
16. Develop and maintain a list of all policies developed by the RRWMB regarding complex water management and flood issues. This will require reviewing past meeting minutes of the RRWMB.
17. Develop and maintain the RRWMB Facebook website as directed by the Executive Director. Create and maintain a Twitter account.
18. All other duties and responsibilities as directed by the Executive Director and RRWMB.

## **Key Qualifications:**

1. Baccalaureate degree preferred but not required. Approved work experience will suffice for degree requirements.
2. Knowledge and experience with generally accepted accounting practices.
3. Proficient in Quickbooks. The RRWMB utilizes Quickbooks and expertise in this software is required.
4. Experience with Excel and knowledge of complicated spreadsheet formulas required.
5. Organizational and operational skills.
6. Possess exceptional interpersonal skills.
7. Use of proper grammatical skills is critical
8. Existing knowledge of or ability to learn E-link to report grant funds and annual activities with the MN Board of Water and Soil Resources.
9. Grant writing skills.
10. Preferred proficiency in Constant Contact and management of electronic email distribution systems, outlook, gmail, etc.
11. Preferred proficiency in Adobe Suite (Dreamweaver, Photoshop and InDesign) or other related graphic design software.
12. Preferred proficiency in writing and reading HTML and CSS language. Minimal knowledge of PHP and JavaScript language.