

**STATE OF OKLAHOMA
OKLAHOMA CONSERVATION COMMISSION
POSITION ANNOUNCEMENT**

Administrative Assistant

Unclassified

Salary Range: \$3,416.67 - \$3,625 per month

Closing Date: August 28, 2020

Location: Oklahoma City, Oklahoma

POSITION OBJECTIVE

Perform comprehensive administrative support for the Oklahoma Conservation Commission Administration Division and Conservation Programs Division.

PRINCIPAL RESPONSIBILITIES

- Compiles and prepares monthly Conservation Commission board meetings packets. Attends monthly board meetings; responsible for recording and transcribing the proceedings.
- Serves as agency Certified Procurement Officer. Responsible for processing various types of claims, requisitions, purchase orders and invoices for payment.
- Serves as travel coordinator for Commissioners, Executive Director, Assistant Director, and Division Director.
- Oversees and/or performs a range of diverse administrative activities for the division; serves as a central point of liaison with other divisions and external constituencies in the resolution of a variety of day-to-day matters.
- Monitors, reconciles, and assists with fiscal administration for the division, including but not limited to budgets, agreements, contracts, and claims processing.
- Provides and/or oversees support activities for the division such as assisting and resolving problems and inquiries, review and control of incoming and outgoing correspondence, and follow-up on operational commitments.
- Schedules appointments and maintains calendars; schedules, coordinates and facilitates meetings, events, and/or travel arrangements for the division, as required.
- Establishes, updates, and maintains division's files, inventories, and records; implements and maintains relational database management systems, as required.
- Frequently organizing resources and participating in planning in areas of complex projects, operations and/or events for the division.
- Serves as records management coordinator for the agency.

KNOWLEDGE, SKILLS and ABILITIES

- A strong interest in the agency's functions, mission and programs is required.
- Must be a highly organized self-starter. Ability to plan, organize, prioritize, and complete work assignments as required.
- Must possess the ability to interact with the public and coworkers in a positive and engaging manner.

- Knowledge of proper office practices, processes and computer software programs. Proficiency in Microsoft Office applications, an advanced knowledge of Access and Excel a plus.
- Ability to establish and maintain effective working relationships with others;
- Knowledge of English usage, including grammar and composition; ability to create, compose, and edit written materials.
- Knowledge of the legislative process, prepares and presents material in a variety of methods and varied audiences.
- Demonstrate ability to maintain confidentiality.

EDUCATION AND EXPERIENCE

Preferred Minimum Qualifications:

Bachelor's Degree from an accredited college or university with major coursework in business administration or a related field or an equivalent combination of education and experience.

EXHIBITED BEHAVIORS

- **Customer Service**
Helpful to and fulfills requests of customers. Builds positive cooperative relationships with customers. Creates a positive image for the agency and State of Oklahoma. Attitude, behavior and performance is professional, courteous, respectful and consistent with Values & Behaviors identified in OCC Strategic Plan. Customer/client groups and priorities are: (1) OCC Commissioners and Executive Director; (2) OCC Assistant Director; (3) OCC Division Directors; (4) OCC Staff; (5) Conservation Districts; (6) NRCS Staff; (7) general public.
- **Teamwork**
Always willing to assist others to accomplish tasks and be successful. Fosters positive relationships within division and agency as well as other customer groups. Keeps supervisor informed of schedule, challenges and accomplishments. Advises supervisor of activities in which he should participate. Participates in division and agency staff meetings. Exemplifies "team player" attitude and behavior with all customer groups.
- **Problem-Solving**
Prioritizes tasks and activities on an ongoing basis. Identifies and pursues necessary resources for solving problems. Seeks innovative and creative solutions. Takes initiative to address needs. Suggests operational modifications to improve efficiency and effectiveness.
- **Leadership**
Sets goals and objectives for projects to promote agency vision and advance agency mission. Work in a manner to positively promote the agency and State of Oklahoma. Exerts positive influence on customers, clients, co-workers and associates. Recommends changes in work methods to improve performance in the agency or division. Models leadership development, professional development and organizational development. Leads by example.

Application Procedures

Interested and qualified persons should submit a resume and cover letter with a daytime phone number and email. Documentation of certifications and trainings should also be included.

Submit application materials to:

Oklahoma Conservation Commission

Attn: Lisa Knauf Owen – Assistant Director

2800 N Lincoln Blvd. Suite 200

Oklahoma City, OK 73105

Phone: 405-521-6797 405-534-7337

Lisa.Knauf@conservation.ok.gov