

Technical Assistant Job Description

The Technical Assistant provides administrative and technical support to the District Manager and the district office. This role focuses on office operations, record keeping, reporting, and program administration to ensure the district runs smoothly and stays compliant.

DUTIES & RESPONSIBILITIES

Office & Administrative Support

- Assist the District Manager with grant reporting, report compiling, and report writing.
- Support monthly bookkeeping and financial bank balancing.
- Assist with monthly financial reports and quarterly reports.
- Help with annual budgeting and financial record keeping.
- Maintain accurate records, note taking, and organized filing systems.
- Help retain public records and ensure proper documentation.
- Assist with event planning, outreach, and office coordination.

Meetings & Communication

- Help organize monthly meetings, including preparing materials and taking complete and concise minutes.
- Comply with Parliamentary Procedures and the Open Meeting Act.
- Support correspondence via email with district supervisors, other districts, and other agencies.
- Assist in updating the district social media sites.
- Schedule meetings and be consistent and punctual with all reporting.

Program & Technical Support

- Assist with program project administration and tracking approved projects.
- Support coordination with local agencies such as NMACD and NRCS.
- Assist with grant reporting and program documentation.

QUALIFICATIONS

- Must be proficient in Word and Excel.
- Good record keeping, note taking, and communication skills.
- Must have a valid driver license.
- Must be able to pass a drug test.
- Solid knowledge base of program projects (or ability to learn).