



1221 Farmers Lane, Suite F  
Santa Rosa, CA 95405

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[www.SonomaRCD.org](http://www.SonomaRCD.org)

## Employment Opportunity: Administrative Manager

**Employer:** Sonoma Resource Conservation District

**Work Location:** Main office in Santa Rosa, Sonoma County, California, with option for partial remote work.

**Status:** Non-Exempt/ 1.0 FTE (40 hours/week)

**Compensation:** \$33.00-\$36.25/hour, commensurate with experience

**Posting Date:** May 10, 2024

**Estimated Start Date:** Late June-July 2024, depending on availability.

### Organizational Background

The Sonoma Resource Conservation District (RCD) is a non-regulatory, local government entity empowered to manage soil, water, fish, and wildlife resources for conservation. In existence since the 1940s, RCDs are local grassroots conservation delivery systems that identify local conservation problems and guide solutions on a voluntary basis. The RCD covers 85% of Sonoma County, and includes portions of the Russian River, Petaluma River, Sonoma Creek, Stemple Creek, and Gualala River Watersheds.

The RCD has a budget of \$3.6MM and is almost exclusively grant and contract funded. Our mission is carried out by a governing board of seven directors (Board) and an interdisciplinary team of 16 professionals through four programs: LandSmart® Planning, Water Resources, On-the-Ground, and Education. For more information visit our website at [www.sonomarcd.org](http://www.sonomarcd.org)

### Justice, Equity, Diversity, and Inclusion

The RCD is committed to incorporating justice, equity, diversity, and inclusion to evaluate, enhance, and expand our programming, deepen our connections with community partners, and strive to better serve our entire District. We recognize the importance of working to build and sustain an inclusive and equitable culture within our organization to effectively serve our District, improve access to economic opportunity, and create landscape-scale resilience for our current and future generations. We strive to ensure that water, soil, working lands, and wildlife habitats are conserved for all as we promote collaboration, employ innovative solutions based on science, respect our diverse communities and their connections to land, and empower members of our community to be active stewards of our natural and cultural resources.

### Position Summary

The Administrative Manager position is a great opportunity for an experienced administrative professional with a diverse skillset to directly contribute to the effectiveness of a mission-driven organization. Through a variety of administrative, human resources, and financial responsibilities, this position plays a critical role in facilitating productive and efficient operations that enhance the RCD's capacity to serve our community. The Administrative Manager reports to the Director of Finance & Administration and works closely with the Executive Director and Staff Accountant. The ideal candidate will be an anticipatory professional who can nimbly navigate shifting priorities, is highly dependable, and possesses a positive attitude and continuous learning mindset.

## **Essential Functions and Responsibilities**

### *Office & Facilities Management*

- General office administration, including but not limited to ordering supplies, processing incoming and outgoing mail, coordinating meetings and events, and maintaining a variety of electronic and paper files.
- Liaise with building management, IT service provider, and office equipment vendors.
- Oversee the maintenance of fixed assets and perform office contents inventory.
- Review and streamline office policies and procedures as needed to improve efficiency and effectiveness.

### *Human Resources Operations*

- Manage day-to-day HR operations, including recruitment, onboarding, offboarding, benefits administration, and personnel file maintenance.
- Serve as the first point of contact for HR requests and inquiries.
- Coordinate the annual performance evaluation process.
- Maintain the time & attendance module.
- Provide ongoing support for HR compliance and workplace safety.

### *Financial Support*

- Support the accounting function by preparing deposits and coordinating the accounts payable activities of processing invoices, recording credit card transactions, performing check runs, managing vendor files, and annual filing of 1099s.
- Support fund development by generating donor acknowledgement letters, maintaining up-to-date organizational background information, and tracking current grant opportunities.

### *Board Relations & Program Support*

- Assist the Executive Director in optimizing Board relations by maintaining a Board manual, preparing and distributing meeting packets, recording and preparing meeting minutes, and overseeing Board training compliance.
- In coordination with the Community Engagement Program Manager, process participant registration and waivers for all educational programs.
- Work with the Director of Finance & Administration and Project Managers to ensure compliance with contractual insurance requirements.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice to support organizational needs.

## **Required Qualifications, Knowledge, and Abilities**

- Associate degree and at least five (5) years of experience in an administrative or office management role, with a proven track record of supporting multiple facets of an organization.
- Solid understanding of and experience with human resources operations and employment laws and regulations.
- Demonstrated bookkeeping experience, preferably in a Quickbooks environment.
- A strong customer service mindset and exceptional written and verbal communication skills.
- Highly proficient in MS Office with intermediate Excel skills and an ability to quickly adapt to new technology.
- Adept at managing multiple priorities and resilient under pressure.
- Ability to take initiative, coordinate with others, and follow through.
- Detail-oriented with excellent organizational and problem-solving skills.

- High level of integrity with an ability to maintain the highest level of confidentiality.
- Personal and professional commitment to diversity, equity, and inclusion in the workplace.
- Ability to communicate effectively in English sufficient to convey information and instructions to colleagues, Board members, and the public.
- A valid driver’s license, vehicle, and proof of auto insurance is required at the time of hire.

### **Desired But Not Required Qualifications, Knowledge, and Abilities**

- Government or nonprofit administrative experience.
- Educational emphasis in business or human resources.
- Knowledge of CA public meeting requirements (Ralph M. Brown Act).
- Fluency in written and verbal Spanish.
- Passionate about the conservation of natural resources.

### **Work Environment**

Work in the main office is performed in a professional office environment that includes operation of standard office equipment such as computers, phones, copiers, calculators, and filing cabinets. Moderate noise levels.

### **Physical Requirements**

Work in the office requires frequently remaining in a stationary position, operating a computer and other standard office equipment, conversing by telephone and in person. Some kneeling, bending, grasping, reaching, and carrying of items weighing up to 30 pounds required. Near and far visual acuity required for expansive reading, computer operation, and editing of documents. Driving required for local travel.

### **Compensation/Benefits**

The starting compensation for this position is \$33.00-36.25 per hour, depending on experience. Benefits for this position include employer-sponsored medical, dental, and vision insurance (100% coverage for employee; dependent coverage available at 100% cost to the employee); \$50,000 employer-sponsored life insurance policy; a SIMPLE IRA retirement plan with up to 3% employer match; paid time off and holiday leave; and an employee assistance program. No relocation assistance will be provided.

### **Additional Information**

A background investigation is required prior to employment for applicants who receive a conditional offer of employment. Applicants given a conditional offer of employment will be required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further.

### **How to Apply**

Please submit a cover letter, resume, and three (3) professional references to [apettit@sonomarcd.org](mailto:apettit@sonomarcd.org) with “Administrative Manager” in the subject line. **Applications will be accepted on a rolling basis until the position is filled, with an initial review of applicants to begin on June 3, 2024. No phone calls, please.**

*The RCD is an equal opportunity employer where all aspects of employment are based on competence, merit, and performance. We prohibit discrimination based on race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, and any other status protected by state or federal law.*