

STAFF ASSISTANT (AGRICULTURAL AND ENVIRONMENTAL RESOURCES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for performing staff support functions to implement programs associated with the Agricultural and Environmental Resource Center located at Hilltop Hanover Farm. An incumbent may assist in coordinating requests made by program participants to ensure appropriate scheduling and facility management; coordinate volunteers, conduct special studies, prepare reports, make recommendations relating to programs, and act on behalf of the Program Administrator in his/her absence. The incumbent is expected to exercise independent judgment within established policies and procedures. Leadership and guidance may be provided to volunteers and clerical support staff, as needed. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates requests made for facility use by program participants to ensure appropriate scheduling and facility management; maintains files and related documents for Steering Committee meetings; maintains and files site maps of historic buildings on the farm as well as planting sites, topographic maps, etc.

Researches and identifies funding sources; prepares grant applications relating to environmental, educational, and historic projects, including capital improvements to an historic site, to augment existing funding sources;

Assists in the development and writing of promotional materials related to Hilltop Hanover Farm and the goals of the department with regard to the farm, including brochures, posters, newsletters, etc.

Recruits, trains, and assigns volunteer staff for various agricultural and environmental program events; evaluates performance for future participation in event programming;

Monitors volunteer and program participant activities to ensure adherence to established policies and procedures;

Assists in serving as a resource to local community groups and municipalities regarding best practices relating to the agricultural, natural and cultural resources of the site;

Analyzes statistical and financial studies and reports, charts, graphs and maps and makes recommendations based on same;

Assembles information for reports relating to program activities, including assisting in budget preparation and presenting financial reporting information;

Reports status of problems to supervisor and participates in planning and implementing solutions;

Ensures that supplies, equipment and materials are available for programs;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Represents supervisors in contacts with the public;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the department's organization and operations; good knowledge of office management and administrative support practices and techniques; knowledge of the principles, practices and techniques involved in environmental planning; knowledge of the techniques applied in municipal and regional physical planning; familiarity with the conduct and/or preparation of environmental assessments and environmental impact statements; ability to gather and analyze data relating to land use and natural resource factors to prepare reports; ability to interpret visual data from maps and charts; ability to plan, organize and coordinate program activities; ability to plan and present ideas clearly and effectively both orally and in writing; ability to establish and maintain effective working relationships; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software; initiative; good judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and five years of staff support experience, one year of which must have included the performance of research and/or preparation of grants relating to environmental or land use planning.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Bachelor's Degree* may be substituted on a year for year basis for up to four years of the aforementioned experience. Candidates must possess one year of experience in the performance of research and/or grants relating to environmental land use planning.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.