



Potomac Valley Conservation District

500 East Main Street
Romney, West Virginia 26757-1836
304-822-5174

Vacancy Announcement

Title:	Part Time Office Assistant
Headquarters:	Romney, WV
How to apply:	Email resumes to pvcd@wvca.us
Closing Date:	August 9, 2024

The Office Assistant position will provide administrative support for the conservation district. This is a part time position. Duties include but are not limited to the following:

- Receptionist – answer phones, direct calls, distribute messages
- Office support – Greet public, provide information on programs, accept payments, receive and sort mail
- Schedule rental equipment – receive calls / messages from producers, coordinate delivery & pick up of rentals with equipment manager, maintain equipment database, contact producers for usage information (hours, tons, etc)
- Billing for rental equipment – Prepare Request for Service agreements, rental agreements, work with accountant to prepare monthly billing statements, process and mail statements, maintain billing information, update database
- Support for operation & maintenance program – work with WVCA watershed staff on operation & maintenance work orders, prepare and process invoices for operation & maintenance work, review work orders and provide information to crew, prepare annual reports for o&m work, prepare annual invoices for local sponsor cost share, prepare annual cost share agreements
- Assist with the delivery of conservation programs – Provide program information to producers upon inquiry, assist with completing program applications, approvals, and maintain program records.
- Administrative support for watershed rehabilitation projects – Work with project manager, assist with reporting and maintain program records.
- Provide support for outreach activities and events – Tree Sale, Conservation Farm Tour, Workshops, Field Days, special meetings and Award Banquet.
- Provide administrative support to the Administrative Specialist – assist with programs as needed
- All other duties as assigned