

**JESSAMINE COUNTY CONSERVATION DISTRICT IS NOW ACCEPTING APPLICATIONS FOR A DISTRICT  
ADMINISTRATIVE SECRETARY**

The District Administrative Secretary (DAS) is responsible for managing the day-to-day operations of the Jessamine County Conservation District, a public agency focused on the wise use of non-renewable and renewable natural resources within the county. The DAS works under the guidance of the Board of Supervisors to ensure all federal, state, and local laws are followed in the implementation of the District's Long Range Plan, Annual Plan of Work, administering the state cost-share program and handling of files, records and finances.

Applicant will be responding to phone calls, emails and walk-in requests for assistance but the majority of this work is clerical and administrative. Applicant must be able to work independently without direct supervision and prioritize workload to complete reports and tasks in a timely manner while maintaining a high degree of confidentiality. You will work with people from many agencies, groups and organizations and do so in a professional manner and project a favorable image of the District. Applicant must be proficient in Microsoft Office and Quicken. We are seeking someone that is skilled in the use of social media platforms to develop a social media presence for the Jessamine County Conservation District.

While a college degree is preferred, a high school diploma or equivalent is required. Extensive experience in a similar position will be considered. Experience in business management, agriculture and/or natural resources are also a plus. This position will require a background check.

The position is permanent part time (32.5 hours/week). Salary will commensurate with experience. After training period, benefits include paid federally recognized holidays, vacation and sick leave. Normal work schedule is Monday - Thursday 8:45 AM – 5:00 PM. Participation at a Board meeting, held at 7:00 PM on the second Tuesday of each month is required and compensated with comp time. Interested applicants should provide a cover letter, resumé and at least three references to the Jessamine County Conservation District by 4:30 PM on May 9, 2024 via .pdf in an email @ [JessamineCoKYCD@gmail.com](mailto:JessamineCoKYCD@gmail.com) or call 859/885-4673 to arrange to drop off at office.

The Jessamine County Conservation District is an Equal Opportunity Employer