



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Administrative Assistant	Opening Date: January 14, 2022	Application Deadline: Open Until Filled	Job #: 220101
Department: Habitat Conversation - LPHCP/Fuel Mitigation	Starting Salary: \$35,000 - DOQ	Location: Bastrop, Texas	Travel: N/A

INTERNAL JOB POSTING

Brief Job Description: Under the supervision of the LPHCP Administrator this position performs duties necessary to facilitate participation in Bastrop County's Hazardous Fuels Reduction Projects. Work involves processing applications and rights of entry for vegetation removal in project areas, developing databases to track participation, distributing program information, corresponding with landowners through email and phone, promoting wildfire mitigation and habitat restoration in project areas, and providing administrative assistance in grant compliance and record keeping.

Knowledge, Skills and Abilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Habitat and land management techniques; State and Federal grant compliance procedures and policies; Personal computer skills and software, including Microsoft Office; Proper English usage, spelling, grammar and punctuation; Standard office policies, procedures, and equipment; and Bastrop County policies and procedures.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required, and can be completed at:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914> Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. This position has a six month eligibility list for qualified applicants. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS

Job Description

Job Title: LPHCP/Fuel Mitigation Administrative Assistant

Department: LPHCP FLSA Status: Non-Exempt

Reports To: LPHCP

SUMMARY: Under the supervision of the LPHCP Administrator this position performs duties necessary to facilitate participation in Bastrop County's Hazardous Fuels Reduction Projects. Work involves processing applications and rights of entry for vegetation removal in project areas, developing databases to track participation, distributing program information, corresponding with landowners through email and phone, promoting wildfire mitigation and habitat restoration in project areas, and providing administrative assistance in grant compliance and record keeping.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the LPHCP Administrator.

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Coordinate with the project crew(s) to facilitate the vegetative understory and selective tree removal from public and private property;
2. Meet with landowners and land stewards to discuss the implications of the environmental mitigation measures as they relate to hazardous fuel removal; ensures that fuel removal and habitat management is consistent with best management practices; assist landowners with completing necessary rights of entry and maintenance agreements; assist in administration and reporting duties as required by granting agencies;
3. Create and maintain databases and/or Excel spreadsheets to track participation;
4. Represent Bastrop County in meetings with the community, agencies, and other entities; respond to inquiries about the project areas and provides technical assistance as needed via email, telephone, and personal interaction;
5. Conduct community outreach and education and distribute publications and program guidelines;
6. Provide general administrative support to the LPHCP Administrator;
7. Interact with Bastrop County personnel and elected officials and other jurisdictions, disciplines, agencies, associations and groups from both the public and private sectors;

8. Maintain broad knowledge in the areas of habitat conservation, endangered species protection, Texas tax code and land use laws, private landowner rights, and other related topics;
9. Participate in the development and implementation of goals, objectives, policies, procedures and priorities as needed;
10. Work as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
11. Develop, submit, assemble and maintain records, reports, time sheets and grant documentation as required by local policy and grant guidance

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Habitat and land management techniques;
State and Federal grant compliance procedures and policies;
Personal computer skills and software, including Microsoft Office;
Proper English usage, spelling, grammar and punctuation;
Standard office policies, procedures, and equipment; and
Bastrop County policies and procedures.

Ability to:

Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
Perform multiple tasks simultaneously in a timely manner;
Be detail oriented, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills;
Communicate clearly and concisely, both verbally and in writing;
Understand and follow verbal and written instructions;
Complete routine business correspondence;
Effectively speak to small audiences to convey information;
Conduct business with the public in a professional, courteous manner;
Establish and maintain effective working relationships with those contacted in the course of the job;
Operate equipment required to perform essential job functions;
Work independently in the absence of supervision;
Work in a safety-conscious environment and to follow and promote good safety practices;
Handle exposure to potentially hostile individuals; and
Maintain confidentiality of information encountered in work activities at all times.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, operating assigned equipment, and communicating with others; and Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Sitting or standing for long periods of time, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, squatting; lifting and/or carrying materials weighing up to 40 pounds; hand and eye coordination, visual acuity, and manual dexterity necessary to operate a computer and office equipment.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include:

Effective interaction and communication with others;
Prepare clear and concise reports; and
Making sound decisions in a manner consistent with the essential job functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in a modern office setting. The employee may also be required to work in outdoor environments, including during inclement weather; such work may expose employee to dust, dirt, fumes, temperature extremes, poisonous plants and animals, etc. Duties will occasionally be performed outside of normal business hours.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Minimum of one (2) year general office experience.
Experience with land and/or habitat management practices is preferred.

Education:

High School graduation or equivalent; must possess a valid Driver's License.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

*** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol. ***

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of

the job change. The employee further understands, and accepts, that this position falls under the provision of an “At Will” employment, and under no circumstances is a contract for employment.