



KENT CONSERVATION DISTRICT

1679 SOUTH DUPONT HIGHWAY • DOVER, DELAWARE 19901 • (302) 608-5370 • WWW.KENTCD.ORG

EMPLOYMENT OPPORTUNITY ADMINISTRATIVE SPECIALIST I

LOCATION: Little Creek Wildlife Area
3002 Bayside Drive
Dover, DE

Deadline: Until Filled

Salary: \$32,681/year

This is not a State of Delaware merit position. This is a contractual position with the opportunity to work long term.

The Kent Conservation District, a governmental subdivision of the State of Delaware, is seeking applicants for the contractual services position of Administrative Specialist I with the Delaware Department of Natural Resources and Environmental Control (DNREC), Division of Fish and Wildlife/Fisheries Section.

This position provides critical administrative support services to the Division of Fish & Wildlife staff and programs engaged in the conservation, protection, development and utilization of the State's land and water resources. This position supports these programs by scheduling meetings, creating word-processing documents using Word, entering data, and maintaining databases using Access, creating, and maintaining spreadsheets using Excel, and creating original presentations using PowerPoint. Responsible for routinely interacting with the public to answer questions, log and scan reports submitted by licensees/permittees, and compile data from reports division-generated data regarding fish and wildlife programs associated with land and water conservation.

JOB DUTIES:

- Applies agency laws, rules, regulations, policies, and procedures in maintaining and processing agency information.
- Creates official agency word processing documents; creates and maintains agency databases typically using Access or similar software packages; creates and maintains spreadsheets; creates original presentations using software packages.
- Serves as a liaison with the public, clients, agency staff and others to exchange information and explain agency services, laws, rules, regulations, policies, and procedures.
- Assures effective coordination of operational functions.
- Establishes tracking and monitoring systems and conducts follow up to ensure effective resolution of matters.
- Obtains, organizes, and drafts technical and administrative material necessary for public information or departmental use. Collects and compiles data to prepare reports and provide supporting documentation.
- Analyzes routine operating practices and procedures and makes recommendations to ensure smooth and efficient office operation.
- Maintains and controls data and/or filing systems to ensure effective, accurate and easily retrievable documentation of operations, program, and project activities.

JOB REQUIREMENTS:

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Six months experience in coordinating office activities such as planning/coordinating meetings, tracking workflow and follow up; composing meeting notes, managing several phone lines, answering public inquiries, and establishing or maintaining filing/record systems.
2. Six months experience in document processing which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies, and procedures, resolve deficiencies, interpret information, scan reports and documents, and monitor associated activities.
3. Six months experience in using standard computer software programs and databases to enter, update, and modify data; maintain multiple databases.
4. Knowledge of fish and wildlife conservation and management programs preferred, but not mandatory.

CONDITIONS OF EMPLOYMENT:

1. Applicants must be legally authorized to work in the United States. The Kent Conservation District does not provide sponsorship for holders of H1-B Visas.
2. Direct Deposit of paychecks is required of all new employees.

BENEFITS:

The Kent Conservation District offers a comprehensive benefit package including: 37.5 hour work week with flexible scheduling options, 15 paid vacation days the first year, 9 paid holidays a year, and 15 paid sick leave days per year. Pension and health insurance are also included in the benefits package.

The Kent Conservation District is an Equal Opportunity Employer

TO APPLY, PLEASE EMAIL BOTH YOUR RESUME AND KCD APPLICATION ([PDF](#) or [MSWORD](#)) TO: (The KCD Application may also be downloaded from the KCD Employment Opportunities website) Patricia.Risher@delaware.gov

FOR MORE INFORMATION, PLEASE CONTACT

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