

**JOB DESCRIPTION**

**NATRONA COUNTY WEED AND PEST CONTROL - OFFICE MANAGER**

**This is an non-exempt position**

Job Identification

Natrona County Weed and Pest Control District Office Manager  
Job Title

Open Until Filled  
Status

12/18/23  
Date

1. Job Summary

As directed by the District Supervisor, implements, and pursues a program to carry out the provisions of the Wyoming Weed and Pest Control Act of 1973, Title 11, Chapter 5. Fair Labor Law, and other relevant laws. The NCWP Office Manager is the primary point of initial contact for customers wishing to utilize district services or chemical sales, this contact includes in person office visits as well as telephone calls and email.

2. Job Duties

The Office Manager will organize and maintain a modern professional office that is well organized, neat, and efficient.

Maintain a professional office environment that benefits our citizens and the District.

Acquire a knowledge base that will allow them to assist customers with pesticide recommendations.

Supervise all office sales, invoicing, and internal product inventory.

Responsible for payroll for the District. This includes logging work hours, sick, vacation, and comp time and reporting such to the accountant.

Processes a variety of fiscal information including accounts receivable, deposits, petty cash, and cash boxes.

Process bill payments and correspondence in a timely manner

Operate and maintain a Quickbooks account for the District.

Create and maintain all personnel files for full-time and seasonal employees.

Serves as Secretary to the NCWP Board - take notes and attend board meetings.

Creates printed and electronic materials such as databases, minutes, reports, and forms for the purpose of documenting activities and providing bulk customer mailings.  
Maintain all electronic and paper files for the District and archive out of date files.  
Creates and provides a variety of files and records for yearly audit purposes.  
Maintain appointment calendar for the District Board and District Office.  
Work closely with the District Supervisor to accomplish the many and varied operations of the District.  
Comply with the Natrona County Weed & Pest District Personnel Policy.

Perform any other duties assigned.

Office Manager is normally expected to work Monday through Friday, 7:30am - 4:00pm April through September to meet the summertime demand. Winter seasonal hours are adjusted as required and are typically Monday through Thursday 7:30am-4:00pm October through March. Occasional irregular hours and or overtime may be required to fulfill job duties.

#### 4. Accountability

Is accountable to the District Supervisor.

#### 5. Job Qualifications and Specifications

High School diploma and minimum 2 years' experience in Office clerical systems. Possess good organization, accounting, and customer service skills.

Is capable of using Microsoft Word, Google Drive and Quickbooks Applicant must be willing to obtain a Wyoming Commercial Pesticide Applicator license within 12 months of date of hire. Training Provided.

#### 6. Compensation

Compensation is Dependent on Experience \$3780/mo to \$4167/mo. Health Insurance, Wyoming Retirement, Paid Holidays, Vacation and Sick time.

Natrona County Weed and Pest is an Equal Opportunity Employer