

## Contract Administration Specialist Position Description

### Mendocino County Resource Conservation District

The Mission of the Mendocino County Resource Conservation District (MCRCD) is to conserve, protect, and restore wild and working landscapes to enhance the health of water, soil, and forests of Mendocino County. MCRCD is an independent Special District, governed by Division 9 of the State Public Resources Code and led by a five-member Board of Directors and an Executive Director.

#### Duties:

- Works with Project Managers and Business Manager on project budget creation and tracking through life of contracts.
- Assists Business Manager with bookkeeping duties as needed, particularly with busy seasons such as quarterly closings, budget times, audits, etc.
- Assists Project Managers in keeping within budgets and tracking expenses during busy construction season.
- Assists in bid openings and tracking public bids for projects.
- Assists Project Managers with labor compliance issues with contractors.
- Maintains project tracking spreadsheets in conjunction with Project Managers to document detailed costs and staff hours in relation to project scope and timelines.
- Assists Project Managers with adding data to project management software.

#### Knowledge, Skills, and Experience:

- Proven ability to work independently and as part of a team.
- Highly motivated and self-directing with the skill to prioritize and coordinate workload.
- Excellent organizational, written, and oral communication skills.

#### Minimum Qualifications:

- Five years' experience in bookkeeping field.
- Working knowledge of QuickBooks, Excel, MS Office Suite, TSheets, and other software packages applicable to Agency operations.
- Proficiency with word processing, spreadsheets, database software.
- Valid California Driver's License.

#### Desired Qualifications:

Project management software (i.e., Smartsheets, MS Project, etc.)

Public sector construction administration

Experience working with Project Managers

**Salary:**

Full-time non-exempt position with salary commensurate with experience.  
Annual salary range: \$47,840 to \$64,480

**Physical Requirements**

Most work is performed in an office environment. The work requires the ability to talk, listen, observe, stoop, reach, sit, stand, move, climb and descend stairs, and use repetitive motions. The position requires the ability to operate a telephone, computer keyboard, copier, other typical office equipment, vision to read materials and a computer screen, and hearing and speech to communicate in person and over the telephone. Work requires lifting or moving up to 30 pounds. Once the employee is established in the organization (as determined by the Executive Director), regular remote work is permitted for office duties. Video conferencing capability and an ergonomic set up is required for remote office locations.

**How To Apply:**

Applications accepted immediately and will be reviewed on a rolling basis

Please send resume and cover letter via email:

Mendocino County Resource Conservation District  
Attn: Stephanie Garrabrant-Sierra, Executive Director

[Stephanie.Sierra@mcrcd.org](mailto:Stephanie.Sierra@mcrcd.org)