

DISTRICT MANAGER JOB DESCRIPTION

INTRODUCTION: The District Employee is responsible to the Board of Supervisors of the Conservation District. This employee's first obligation is to the District. As time permits, the employee will assist the Natural Resource Conservation Service (NRCS) as approved by the Conservation District and as outlined below. The District Employee will follow procedures as designated by the Conservation District Board of Supervisors; and, in assisting NRCS, will follow procedures and instructions issued by NRCS when handling business for that agency.

DUTIES:

A. Secretarial/Clerical

1. Serves as receptionist for both those calling by telephone and in person when possible.
2. Maintains files and sets up folders as prescribed by the standard filing systems. This includes the maintenance of hand books and disposition of file material as shown in disposal schedules of the standard filing system.
3. Order district supplies, materials, and services as needed.

B. Information and Education

1. Assemble data for reports such as Work Plans, Annual Reports, Annual Budgets, Awards, Long Range Plans, conservation plans, etc.
2. Contacts schools, churches and civic organizations to provide them with information on activities such as conservation speech contest, Arbor Day Essay contest, Soil Stewardship Week and youth camps or designates these duties to other staff.
3. Prepares and submits application for various conservation awards i.e. Isaak Walton Wildlife Habitat, SDACD awards, etc. when appropriate.
4. Prepares four informational news releases per year.
5. Implements and represents policies as established by the District. Oversees progress of all projects in the District and works with other Conservation District to help complete programs and projects.
6. Attend workshops, conventions, area meetings, and District regular monthly meetings as directed by the Board of Supervisors.
7. The Board encourages the employee to attend job related educational training as it becomes available.

C. Financial

1. Maintain the District's financial records by using the recommended bookkeeping system, prepares and sends out billing for trees, drill and other work performed, prepares deposits, and receives payments to the District. Makes out checks for accounts payable.
2. Maintain personnel records for District Employees and Supervisors tax withholding, Social Security, and Medicare taxes. This includes the computation and reporting of income tax and social security withholdings to proper authorities.
3. Maintain a current inventory of District properties.

D. Administration

1. Prepares and mails an agenda in advance of each Conservation District board meeting.
2. Assembles financial data, correspondence and other materials for board meetings. Attends all monthly board meetings, in order to inform the Supervisors of matter concerning the District and receive direction in conducting District programs.
3. Record minutes at all board meetings so as to include a record of all action taken, policies adopted and other pertinent information. Type and distribute copies of the minutes according to the recommendations of the South Dakota Association of Conservation Districts (SDACD).
4. Is responsible for renewal of insurance policies, requests for county and/or state assistance, etc.
5. Keeps abreast of all federal, state, and local laws that affect District business.
6. Advises the Board of Supervisors of the District's needs as new challenges and opportunities arrive and carries out the recommendations of the board regarding new activities and responsibilities.

E. Tree Program

1. Oversees the District's tree planting program to include: ordering trees, preparing the tree cooler and caring for tree stock.
2. Prepares tree plans in accordance with local guide, hires and supervises seasonal employees hired to plant and fabric trees.
3. Assist landowners and cooperators in conservation project planning to improve the environment of the county.
4. Oversees the maintenance of District equipment and buildings.
5. Oversees the rentals of the District drills and equipment. Handles billings and collection of billings.

F. Grant Program

1. Prepares grant applications to enhance the District. Supervises and administers grant funds and prepares reports to document implementation of grants.

G. Other

1. All duties and actions taken while performing the requirements of this position will be done in a safe and healthful manner and will be of a nature to reflect favorably on the Conservation District.
2. Assists NRCS personnel when requested as long as it does not interfere with District business.
3. Performs all other duties as designated by the District Board of Supervisors.