

CAMPBELL COUNTY CONSERVATION DISTRICT

DISTRICT MANAGER
NON-EXEMPT

POSITION DESCRIPTION

INTRODUCTION:

The District Manager is an employee of and is responsible to the Campbell County Conservation District Board of Supervisors (Board) to achieve common goals and objectives of the Conservation District. The District Manager is responsible for the day-to-day management functions of the district and the coordination, organization, and timelines of meeting all district goals. Therefore, personnel will coordinate and communicate district business through the District Manager. Communications must go to District Manager prior to being heard by the District Board.

The District Manager represents the District and voices the District's opinion as designated by the Board, at any meetings or hearings where the Board has requested the District Manager's presence.

All programs and information developed by the District Manager are the sole property of the Campbell County Conservation District. Employment is at the discretion of the Campbell County Conservation District Board. The District Manager shall possess a current driver's license.

PRINCIPLE DUTIES:

1. Oversees all District programs and directs the work of District personnel to ensure annual and long-range goals are being met.
2. Works with the Board Personnel Liaison to complete annual evaluations of all employees. Completes salary documentation forms for each employee's payroll files when pay increases are determined. Facilitates employee disputes and reports unresolved concerns to the Board Personnel Liaison. Maintains confidential employee personnel files. Attends executive sessions when requested. Documents employee performance for Board, as needed.
3. Identifies sources and recommends actions to the Board to secure operating funds for the District. Administers District grants, donations, and agreements and coordinates with staff to keep them informed of status of grants.
4. Organizes and leads District staff meetings. Reviews employee's bi-weekly time sheets.
5. Approves each staff member's annual, sick leave requests.

6. Types District Board meeting agendas. Edits staff narratives. Prepares monthly Board meeting packets, including copying and organizing board packets, financial statements, and other correspondence.
7. Assists Board with recruitment and hiring of District employees. Completes orientation packet to familiarize new employees with District policies and procedures. Identifies sources and recommends actions to the Board to secure the needed personnel for District operations.
8. Reviews and updates the District's policy book and position descriptions for Board's approval, as needed.
9. Assesses the need for conservation work within the District in cooperation with various federal, state, and local agencies. Recommends actions and programs to the Board to meet these needs. Maintains a cooperative working relationship with all natural resource agencies operating within the District.
10. Compiles budget requests and develops overall proposed District budget. Works with staff to administer District's annual budget. Approve and signs all monthly accounts payable. Coordinates with contracted bookkeeper.
11. Ensures a public information and education program continues to be an ongoing process. Work with staff in developing bi-monthly newsletter, brochures, advertisements, and announcements, as needed.
12. Schedules and presents natural resources conservation issues to local youth and adults. Photographs District activities.
13. Coordinates with Administrative Assistant to design and maintain information on the District's web site and social media.
14. Administers living snow fence program including coordinating site selection and planning with cooperating agencies; responsible for adequate site preparation, planting and maintenance; develops contracts between landowners and the Conservation District.
15. Ensures proper maintenance and use of all District equipment and facilities.
16. Coordinates requests for District assistance with the NRCS District Conservationist and other appropriate resource agencies.
17. Monitors and informs the Board of state and national legislative issues as they affect Conservation Districts. Informs state and national legislators on the Board's position of these issues.

18. Coordinate and work with legal representation on any legal issues related to Board business.
19. Keeps District Board informed of issues which the District may have an interest in. Compiles background information to facilitate the decision-making and policy-setting function of the District Board.
20. Promotes the improvement of watersheds to enhance the quality and quantity of water they produce, to improve the quality of life of the residents of Campbell County, and to protect the tax base. Provides direction to Water and Range Technician on watershed program.
21. Acts as a liaison for projects between the District and other agencies, landowners, contractors, etc.
22. Assists NRCS personnel in administration of programs available to the District. Assist NRCS, landowners, and the Board with USDA Farm Bill programs.
23. Assist with field work as necessary.
24. Develops, with input from staff members, the District's Annual Plan of Work, Annual Report, and Long Range Plan to present to the Board for approval.
25. Design, administer, and implement a District safety plan.
26. Attends monthly District Board meetings. Attends annual state convention and area meeting. Attends national convention, committee meetings and other events as needed.

SUPERVISION:

The Campbell County Conservation District Board will establish priorities. Supervision will be under the direction of the Board.

Physical Requirements:

1. Endure extended periods of sitting, standing, walking, stooping, kneeling, bending, lifting, etc.
2. Lift up to 50 pounds.
3. Work equally well in indoor and outdoor environments.
4. Tolerate temperature extremes, intense sunlight, rain and/or snow, high winds, dust, pollen, etc.
5. Work/wade in flowing water

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Knowledge, Skills, and Abilities Requirements:

1. Good work ethic.
2. Proficient verbal communications skills.
3. Strong writing skills, special proficiency in article, grant, and report writing required.
4. Ability to legibly write concise, coherent text in the formulation of documents.
5. Organizational skills, such as team concepts, task scheduling, and task prioritization.
6. Ability to work proficiently and independently.
7. Competent in the use of geographic information systems.
8. Ability to develop budgets, account for monies, and accept fiscal responsibility.

EVALUATIONS:

Your performance of each duty in this position will be evaluated against the requirements developed for your position. The Board will conduct evaluation of performance annually.

NOTE: *Job descriptions are subject to frequent change based on priorities set by the Board.*

***THE CAMPBELL COUNTY CONSERVATION DISTRICT
IS AN EQUAL OPPORTUNITY EMPLOYER***