

Conservation District Administrator Job Description

1. Program Development/Management/Administration:
 - Welcomes visitors and directs them to the relevant people/agencies.
 - Carries out clerical duties such as answering phones, responding to mail, email, preparing documents, including office correspondence, memos, reports and presentations; takes follow-up action to ensure that deadlines and other requirements are met.
 - Maintains general office files, including employee files, job files, vendor files and other files related to the District's operations; keeps official Conservation District records.
 - Schedules and attends meetings and events as necessary and directed.
 - Maintains internal computer systems including CPU, laptop, printers and scanner, etc.
 - Assists in preparation of news releases and clips and files all pertinent items.
 - Makes travel arrangements for the board and for event presenters.
 - Keeps office inventory.
 - Tracks and ensures that supervisor election paperwork is filed on time and that new and re-elected supervisors are administered the oath of office.
 - Understands the purpose, power, programs and responsibilities of the District.
 - Seeks information and keeps Supervisors informed about local, state and federal regulations, laws, programs and/or activities that may impact the District.
 - Assists in coordinating District programs with the programs and activities of personnel from NRCS, DNRC, FSA and other agencies involved in the conservation of soil, water and related natural resources.

2. Financial:
 - Pay bills as per Conservation District Policy and with board approval. Receives payments to the Conservation District.
 - Makes deposits, reconciles bank statement for the Conservation District.
 - Preparation of Payroll, payroll reports, quarterly reporting and the annual Department of Administration report.
 - Assists in preparing budget for the Conservation District; prepares budget and financial reports for the Board of Supervisors as well as the Montana Department of Administration and Grant Reports.
 - Purchases office supplies, equipment and furniture.

3. Board meetings:
 - Prepares and sends out meeting notices for public meetings to the mailing and email list; prepares minutes from previous meeting and distributes them with meeting notices.
 - Assembles and abstracts correspondence, memoranda, and other materials for Board meetings.
 - Prepares agenda and financial reports from QuickBooks as well as any correspondence, written agency or partner reports and 310 files.

- Attends Board meetings and keeps minutes, follows up on action items to ensure that deadlines and other requirements are met.
 - Sends signed minutes to DNRC and to the County Clerk and Recorder for certification.
 - Completes follow up from board meetings including 310 permits, phone calls, documents sent to supervisors, etc.
4. 310 Permitting Program
- Basic Education for new supervisors and any landowners who request information; need to have a thorough understanding of requirements for permitting, including the application and inspection process and the timeline requirements in the law.
 - Receipt of permit applications, emergency notices and complaint forms.
 - Schedules on-site inspection of the proposed project with the FWP biologist, supervisor in the area, and applicant.
 - Prepares paperwork, including the Team Member Report, photos and permit paperwork for the next regular board meeting.
5. Grant Programs
- Prepares grant applications and other funding proposals as opportunities arise to enhance the District's program and/or accelerate the application of best management practices and technologies to improve soil and water quality and related natural resources in the county,
 - Assesses requests from outside parties for the Conservation District to sponsor grant applications, ensuring that they are in line with the goals of the Board of Supervisors.
 - Prepares grant applications, budgets and reports for grants, and submits them by the deadlines.
 - Payment to invoices as agreed to in agreements/contracts.
6. Planning and reporting:
- Updates office policies and ensure compliance with them.
 - Assembles data for Conservation District reports such as the work plan, annual report etc.
 - Reminds the Board of various due dates, such as award program dates, requests for County and State assistance, etc.
 - Advises the Board of Supervisors of the District's needs as new challenges and opportunities arise and carries out the recommendations of the Board regarding new activities as requested.
 - Reviews the Annual Plan of Operations and advises the Board of Action Items targeted for action or completion.
 - Administers District workflow, simplifying reporting procedures, record keeping, budgetary requirements and cost reductions.
 - Reviews and, as directed by the District Board, answers correspondence.
 - Assists in interviewing and hiring of other District employees, provides orientation and training, and supervisors new employees.

7. Information and Education

- Provides leadership in planning and implementing the District's information and education program.
- Prepares or oversees the preparation of the CD newsletter.
- Presents programs to key county groups about the District's mission, programs and accomplishments (i.e., civic clubs, farm organizations, environmental groups, developers, etc.)
- Helps arrange technical tours, workshops and programs for land users interested in improving soils, water and related natural resources. Seeks cooperation and collaboration with conservation partners in planning and implementing these events.
- Helps provide soils, water and related natural resource information, educational resources, programs and training to local school teachers in cooperation with other partners.
- Represents the District and voices the District's opinion as designated by the District Board of Supervisors at any meeting or hearing where soil, water, and their related natural resource problems are discussed.

8. Technical

- Explains planning and application of conservation practices and how they improve soil and water quality to landowners and land managers.
- Advises land users about programs available to provide technical and financial assistance for applying conservation practices on their land.

9. Work with Partners

- Assists partnership staff with information and education about conservation programs available to address resource concerns of land users.
- Assists District Supervisors in developing closer working relationships with local units of government as well as local, state and federal elected officials.

Position Requirements

- College degree strongly preferred, however, extensive experience in a similar position will be considered. College degree in agriculture, natural resources or extensive technical experience in a related field desirable.
- Ability to communicate effectively, both orally and in writing, including a thorough knowledge of English grammar, spelling and punctuation rules.
- Ability to prioritize efforts, delegate tasks and efficiently manage time independently to accomplish a variety of tasks.
- Ability to work with persons from many other organizations, agencies and groups in a professional manner to project a favorable image of the District.
- Ability to use a computer for word processing, data and financial management.
- Normal work hours will be 7:30 to 4 Monday through Friday unless otherwise approved by the Conservation District Board. Limited attendance at night meetings or weekend activities will be necessary. The Supervisors determine policies on compensatory time as needed.

- Travel outside the office and the county on behalf of the District will be necessary and will be reimbursed at the State rate.
- A valid driver’s license is required.

Supervisory Relationships

- This position is under the direct supervision of the Lewis & Clark Conservation District Supervisors. Performance appraisals of this employee and decisions regarding the salary and other compensation, disciplinary actions and termination of employment are the responsibility of the Lewis & Clark Conservation District Supervisors.
- The Supervisors will determine the incumbent’s work schedule. Paid holidays, vacation leave, sick leave, leaves of absence and employee conduct will follow the Lewis and Clark Conservation District Personnel Policy.

Evaluation of Performance

- The incumbent will be subject to a 6-month probation period. Upon successful completion of the probation period, the Supervisors will provide the incumbent with a performance appraisal and then at least once per year after that date on or near the anniversary of employment.
- Performance shall be measured against duties set forth in this job description and the manner in which they are performed (quantity and quality of work).
- The Supervisors may seek input from other staff in performing this appraisal, but the Supervisors have final authority on decisions relative to performance appraisals and personnel actions.
- It is to be understood that the Lewis & Clark Conservation District Supervisors have the right to review and update the job description with input from the incumbent at any time they deem necessary.

This job description was reviewed and approved by the following Conservation District supervisors at a meeting held on_____.

Supervisor Supervisor

Supervisor Supervisor

Supervisor Supervisor

Supervisor

Signature of employee indicating position description reviewed and understood

Employee Date