

Conservation District Assistant Administrator Job Description

1. Program Development/Management/Administration:
 - Understands the purpose, power, programs and responsibilities of the District.
 - Welcomes visitors and directs them to the relevant people/agencies.
 - Attends meetings and events as necessary and directed.
 - Assists in coordinating District programs--along with the District Administrator--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.
 - Seeks opportunities for further program development.
2. Board meetings:
 - Attends Board meetings and provides updates on activities as deemed necessary.
 - Assists District Administrator in completing follow up from board meetings including 310 permits, phone calls, documents sent to supervisors, etc.
2. 310 Permitting Program
 - Receipt of permit applications, emergency notices and complaint forms.
 - Schedule 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.
 - Enters permits into the 310 Database for current and historical permit files.
3. Grant Programs
 - Prepares grant applications and other funding proposals in regard to program development and as opportunities arise to enhance or accelerate the application of best management practices and technologies to improve soil and water quality and related natural resources in the county,
 - Prepares grant applications, budgets and reports for grants, and submits them by the deadlines.
4. Planning and reporting:
 - Advises the Board of Supervisors of the District's needs as new 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.
5. Information and Education
 - Assists the District Administrator in the development of new information and education programs.
 - Assists in preparation of the CD newsletter.
 - Works with key groups, informing them of 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.
6. 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.
 7. Work with Partners
 - Assists partnership staff with information and education about conservation programs available to address resource concerns of land users.

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 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 and data management.

This position will be part to full-time with hours approved by the Conservation District Board and the District Administrator. 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 Conservation District Administrator.

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 Administrator and the Board of 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 will seek input from the District Administrator and 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

Signature of employee indicating position description reviewed and understood

Employee

Date