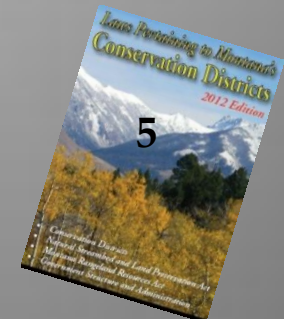
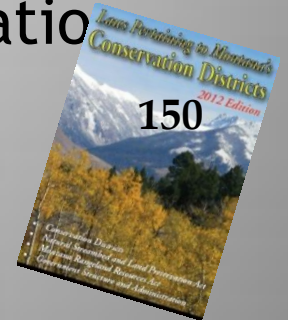


# Supervisors Roles

76-15-311-316

- ◆ *are* public officials
- ◆ *may* employ staff
- ◆ *shall* determine staff duties and compensation
- ◆ *may* delegate authority
- ◆ *shall* provide records of all proceedings
- ◆ *shall* provide for an annual audit
- ◆ *Follow* rules of conduct for public officers and public employees .. 2-2-104



cd handbook

# *Responsibilities*

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- ◆ Planning
- ◆ Personnel
- ◆ Information/Education
- ◆ Administration
- ◆ Finances
- ◆ Participation at local, state, regional and national levels

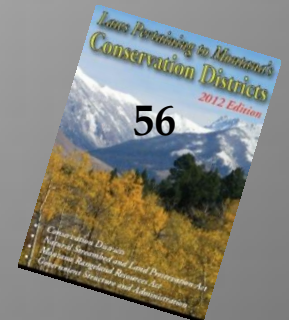
# *Planning: ANNUAL PLAN*

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- ◆ This can simply be a month-by-month calendar showing the activities necessary to accomplish your goals
- ◆ Prepare and keep current a **comprehensive long-range program** recommending the conservation of all the renewable natural resources of the district.
- ◆ Think of this as a list of reminders to help you keep moving toward your vision
- ◆ Track your progress with your month-by-month calendar
- ◆ When conditions change, repackage your monthly activities into pieces you can accomplish
- ◆ Periodically review and revise your values, vision, mission, goals, program areas, priorities and monthly calendar

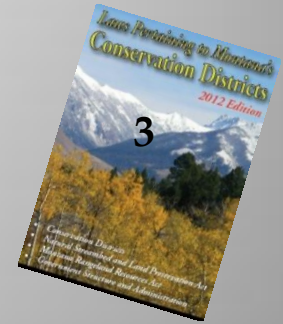
# “Personnel”

- ◆ Hire and supervise district employees
- ◆ Establish workload priorities for employees and assisting agencies
- ◆ Evaluate district employees’ performance
- ◆ Create and maintain Personnel Policy Manual
- ◆ Establish training and development program for all employees



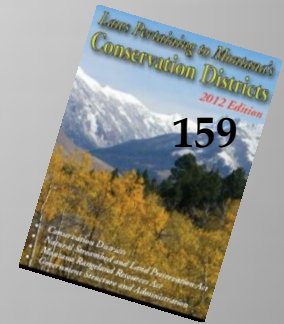
# “Administration”

- ◆ Know powers, authorities & responsibilities
- ◆ Set district policy
- ◆ Code of ethics
- ◆ Manage funds, facilities and equipment
- ◆ Opens Meetings
- ◆ Meet regularly - quorum required for any official business (majority)
- ◆ Enter agreements for assistance
- ◆ Adopt technical guidelines and minimum standards (approval authority)



# “Finances”

- ◆ County Mill Levy
- ◆ Special Project Areas (76-15-601) Assessments
- ◆ Grants (223, mini grants, 319, WPAG, CD Op, 310,)
- ◆ Budgets
- ◆ Fiscal Records Management
- ◆ Financial Reports/Audits



# *“Information/Education”*

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- ◆ Identify groups needing information
- ◆ Create messages and information to be delivered
- ◆ Conduct demonstrations, workshops, tours and public meetings
- ◆ Distribute information

# *Administrator/Staff Roles*

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- ◆ *Carries out district activities designated by the supervisors*
- ◆ *Follow rules of conduct for public officers and public employees .. 2-2-104*
- ◆ *Provides an office “presence”*
- ◆ *Records district proceedings*
- ◆ *May represent district*
- ◆ *May act as a project coordinator, administer grants and contracts*
- ◆ *May provide services to the NRCS.*



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# *Administrator duties:*

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- ◆ Office Management
- ◆ Monthly Meeting Coordination
- ◆ Processing 310 permits
- ◆ Payroll
- ◆ Budget Development
- ◆ District Financial Management
- ◆ Grants and Contract Management
- ◆ Project Coordination
- ◆ Educational Event Coordination
- ◆ And more.....

# *District Employee Relations*

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- ◆ Orientation sessions should be provided to all new employees
- ◆ Job descriptions should be clearly written and roles clearly understood between district employees and NRCS personnel
- ◆ District officials should plan workloads with their employees and NRCS personnel
- ◆ Performance reviews for employees should be done regularly

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# *“Supervisor Participation”*

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- ◆ Identify your resource issue
- ◆ Come up with a way to address that issue
  - On the ground individually
  - demonstration project
  - education workshop
  - CD/resolution process

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# *“Supervisor Participation”*

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- ◆ Be diligent about attending District meetings
- ◆ Be active in activities and programs.
- ◆ Represent your district in front of:
  - state and national associations
  - local, state, Tribal and federal government
  - Land occupier groups and organizations, environmental groups and other interested citizens
- ◆ Help pave the way for district employees to be successful

# *“Supervisor Resources”*

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- ◆ DNRC Website: <http://www.dnrc.mt.gov/cardd>
  - Supervisor Manual
  - Ten-minute trainings
  - 310 related information
  - Forms & Other
- ◆ MACD
- ◆ NRCS

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# Questions?

*Enjoy, have fun, and make a difference!!*

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