Sample Administrator Job Description

The District Administrator is an employee of the XX Conservation District (XX-CD). The XX-CD is a subdivision of state government and receives revenues from real property taxes. The DA reports to the Board of Supervisors and oversees the works of staff.

Duties & Responsibilities:

* Daily operation of the XX-CD and provides administrative and communications support to the Board of Supervisors.
* Serves as a liaison with the community, local, state, and other resource agencies
* Processes and issues 310 perennial stream permit according to established procedures
* Prepare documents, financial data, annual reports, and filings
* Performs bookkeeping, accounting, and payroll functions
* Attend monthly board meetings, produce agendas and minutes transcription
* Write grants for projects, may sponsor grants for other entities, will manage grant cycles for reporting and reimbursement management
* Administers XX-CD funded cost-share and promote program to XX County landowners.
* Curate articles, advertisements, and others to disseminate conservation messaging on the XX-CD website and/or other social media platforms.
* Manage content for website, social media, press releases, newsletters, and other communications
* Organize and implement event planning and workshops
* May supervise 1-2 full-time and seasonal employees
* Performs other related duties as assigned

Work Environment:

* Work will be mostly in a sedentary office setting and out in the field conducting 310 inspections and assisting with youth programs / gardening in the Education and Outreach Center
* Outside activities requires walking and climbing over rough terrain. Must be able to lift objects over 50 pounds and be physically fit for potentially strenuous fieldwork.
* Duties may require occasional travel, attending evening meetings and weekend events.

Qualifications:

* High school diploma/GED/College and five years of related professional experience.
* Excellent written, verbal communication and presentation skills
* Talent to foster effective partnerships with landowners, agricultural producers, other Conservation Districts, USDA and State agency personnel and other stakeholders
* Independent worker who is organized, self-motivated, and highly adept at prioritizing tasks
* Aptitude for problem solving and creative dialogue to address differing or conflicting viewpoints
* Tech savvy: Microsoft Word, Access, Excel, PowerPoint, Publisher, Outlook Explorer, QuickBooks, Mapping/GIS, Word Press, and other Social Media platforms

Sample Resource Specialist Job Description

1. Program Development/Management/Administration:
* Understands the purpose, power, programs, and responsibilities of the district.
* 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 and funding to support.
1. Board meetings:
	* Attends Board meetings and provides updates on activities as deemed necessary.
	* Assists in completing follow up from board meetings including 310 permits, phone calls, documents sent to supervisors, etc.
	* Can assist in running the virtual part of the meeting or taking minutes.
2. 310 Permitting Program
	* 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.
	* Can attend on-site inspections as available or necessary.
	* Prepares paperwork, including the Team Member Report, photos, and permit paperwork for the board meeting; provides feedback during board meeting to assist board in making decisions.
	* Enters permits into the 310 Database for current and historical permit files.
3. Grant Programs
* Prepares grant applications and other funding proposals regarding 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 reports for grants, and submits them by the deadlines, working with the District Administrator on payments, budgets, and final reports.
1. 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.
	* Review the Strategic Plan and Operations Plan and advises the board of action items targeted for action or completion.
2. Information and Education
	* Assists the District Administrator in the development of new information and education programs.
	* Assists in preparation of the CD newsletter, website updates, and social media.
	* 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 events.
3. 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.
	* Seeks out opportunities for training for practices applicable to work, including wetland delineation training, GIS, etc.

Position Requirements:

* + College degree strongly preferred, however, experience in a similar position will be considered. College degree in agriculture, natural resource, 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 may be necessary. Compensatory time is offered at time and a half. Supervisors approve 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.

Sample 310 Coordinator Job Description

Position Description:

The 310 Coordinator is responsible for assisting with 310 related business for the district. This position must be able to collaborate and communicate with the XX-CD staff to successfully implement the permitting process and foster good relationships with applicants. Notably, the ideal candidate can work effectively and efficiently with little day-to-day supervision.

* Based at XX-CD office.
	+ Part time to ¾ time, nonexempt position

The 310 Coordinator:

* Provides 310 permitting guidance for XX County residents, reviews applications for accuracy and thoroughness, and is the point of contact for applicants
* Organizes, facilitates, and conducts professional project site visits with inspection team and staff, Montana FWP, and applicants (valid driver’s license required; work vehicle is provided)
* Re-visits some projects following completion to ensure that permittees are conforming to supervisor decisions

Each month’s activities generally include:

* Assisting District Administrator with management of Stream Permit processing
	+ Maintaining data systems (310)
	+ Processing applications, complaints & emergencies
	+ Scheduling on-site inspections
	+ Correspondence – permits, letters, reports, other correspondence, emails, phone calls
	+ Tracking follow-up visits and reporting
	+ Maintaining District Adopted Rules, 310-related records, and files
	+ Managing and distributing 310 forms
	+ Using County GIS, and interpreting aerial photos and maps
* Communications with board, staff, FWP, applicants, agencies, and media
* One or two days in the field monthly
* Organization of documentation and paperwork
* Attendance and engagement at the CD monthly meeting

Most field visits will only require a walk or hike of 100 feet or less, but there will be instances that may require more distance or strenuous hiking to reach a particular site.

Qualifications:

The ideal candidate is flexible and self-starting and provides a strong sense of customer service. Strong organization and communication skills are required while working closely with Montana FWP biologists, applicants, the CD board, and staff.

Preferred Qualifications Include**:**

* Knowledge and experience with Montana’s Natural Streambed and Land Preservation Act (310 Law)
* Experience and familiarity with working landscapes and their associated projects (headgates/culverts/bridges/stream restoration)
* Familiarity with Microsoft Office Suite of programs, including Excel, Word, Publisher, and PowerPoint
* Excellent organization skills and attention to detail
* Must be able to have consistent, professional interactions with the public

Some degree of training and education regarding the permitting process will be necessary. Examples of training include virtual and in-person workshops, tutorials, and literature review.