

STILLWATER CONSERVATION DISTRICT

POSITION DESCRIPTION

Updated: July 2017

POSITION: District Administrator

DEPARTMENT: Conservation District

ACCOUNTABLE TO: Chairman

SUMMARY OF WORK: This position covers a wide variety of duties assigned by a board that meets monthly. The person in this position helps the conservation district supervisors carry out lawful roles and responsibilities, and to plan and implement the board's goals and conservation priorities. Working with the board chair, the employee sets up board meetings, keeps the board informed of law and rule changes; conveys the conservation message through education efforts; is responsible for processing and issuing S.B. 310 perennial stream permits according to established procedures; writes and manages grants; drafts contracts and agreements; updates websites; performs bookkeeping, record keeping and administrative duties for district. Performs duties for the Natural Resource Conservation Service (NRCS) on request and as time permits.

JOB CHARACTERISTICS:

Nature of Work: This position performs administrative duties including setting up meetings and permit inspections, writing permit requirements approved by the board, grant writing and administration, assisting the board in hiring professional services as required to carry out projects; and taking minutes and keeping the conservation district records. The position requires attention to accuracy, timeliness, and adherence to regulations. Position serves as liaison between the district and the community. Maintains confidentiality of sensitive information. Attends monthly evening meetings and works occasional flexible hours for projects. Position requires the ability to work independently. May work outdoors and assist with fieldwork on request.

Personal Contacts: This position has daily contact with walk-in customers and contact with the public by telephone; frequent contact with NRCS employees. This position works with local schools, teachers, and the community on educational activities.

Supervision Received: This position has limited supervision. Tasks are provided by the conservation district board of supervisors and programs are outlined in the conservation district plan. A great deal of leeway is provided to the employee in this position to accomplish the broad goals and purposes of the conservation district. Conservation district supervisors meet monthly.

Supervision Exercised: Supervises seasonal assistant for special projects.

Essential Functions: Position requires ability to; communicate orally and in writing; maintain records; collect fees; prepare newsletter; prepare taxes; prepares reports; operate a computer and use computer software programs; do bookkeeping; read aerial photos; take minutes; and other office functions.

Receives 310 applications and official complaints. Maintains documentation of violations. Maintains annual log of permit numbers and actions taken. Forwards application status to Montana Department of fish, Wildlife, and Parks.

Prepares quarterly reports for federal and state taxes, unemployment, workmen's compensation. Maintains computer records; backs-up data.

Applies for various grants. Prepares 223 grant proposals. Administers the grants awarded to the conservation district; keeps records on grants.

Coordinates rental of district equipment; rents out the landroller; bills customers; maintain records. Observes that equipment is in good working order; makes arrangements for repairs.

Maintains general and case files of the District correspondence and operators; sets up folders. Maintains memorandum of agreements between District and other entities and reviews with Board; maintains handbooks; maintain records on election of supervisors. Prepares Longevity information annually of the MACD awards program. Supports NRCS team efforts and attends meetings as needed.

Performs other related duties as assigned.

JOB REQUIREMENTS:

Knowledge: This position requires a knowledge of basic conservation practices and resources; knowledge of preparing quarterly taxes and reports, basic accounting procedures, use of a computer and use of office machines; basic understanding of Word, Excel, Quickbooks, and Wordpress.

Skills: This position requires skills the use of office machines in preparing necessary documentation and correspondence.

Abilities: This position requires the ability to: work independently; assist in the field; be organized; be self-motivated; work independently; prioritize tasks; maintain confidentiality; maintain accurate records; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public. The ability to pass a background check is required.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Provides information, assists with forms, and handles problems and concerns in a timely and friendly manner. Refers questions to appropriate information source. Orders office supplies, materials, and services and tracks receipts. Answers the phone; handles incoming and outgoing mail and packages. Writes grants, memoranda, and interprets technical specifications and other materials. Prepares travel claims for supervisors.

Sends out agendas and previous minutes to remind supervisors of upcoming monthly district meetings. Organizes and edits all incoming information for board meetings; prepares agenda; attends board meetings; takes and transcribes minutes. Organizes monthly bills to be approved by the Board. Distributes approved minutes to appropriate offices; files minutes.

Meets and coordinates the needs of the annual plan of operation as established by the Board. Prepares reports and provides supervisors and NRCS staff with information for decision making purposes. Prepares budget in May to submit to Board. Maintains district financial records. Receives and deposits county taxes quarterly. Makes timely deposits; does monthly bookkeeping; reconciles bank accounts. Maintains sales of landowner maps; documents purchases; incurs no obligations except as authorized by Board.

Facilitates educational and information services of the district through activities, speakers, and service procurements. Coordinates with schools for education events, contests, conservation

talks, workshops, speakers, materials, and equipment. Provides for Soil Stewardship Week activities.

Serves as District liaison to the Department of Environmental Quality, the Department of Natural Resources and Conservation, the Montana Association of Conservation Districts, and the Natural Resource Conservation Service.

Handles all aspects of functions such as area meetings and special meetings scheduled, awards, education workshops, tours, etc; provides for agenda, speakers, entertainment, location, equipment, food and advertisement. Handles travel arrangements. Keeps newspaper apprised of meetings, agendas, and special awards.

Administers the Natural Streambed and Land Preservation Act (S.B. 310) for the conservation district. Provides information and assists with forms. Receives and reviews applications with the Board. Handles all correspondence generated by S.B. 310 applications; presents applications at Board meetings. Sets up team inspections with the Montana Fish, Wildlife and Parks representative, the landowner, and supervisor of the conservation board.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- ◆ High School diploma
- ◆ Experience in an office setting with bookkeeping, records management and the use of office machines including a computer
- ◆ Rural background is helpful
- ◆ Natural resource background is helpful

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- ◆ Performs assigned duties
- ◆ Clearly understands and promotes conservation district objectives
- ◆ Competently receives and processes 310 stream permits
- ◆ Competently prepares agenda and takes minutes at district meetings
- ◆ Accurately maintains data and information on the computer
- ◆ Assists in the field as requested
- ◆ Maintains accurate grant, personnel, and bookkeeping records
- ◆ Attends training sessions and team meetings
- ◆ Prepares and submits accurate and timely reports
- ◆ Deals tactfully and courteously with the public
- ◆ Observes work hours
- ◆ Establishes and maintains effective working relationships with fellow employees, supervisors and the public