

Sample District Manager Job Description

General Responsibility

The employee shall be a representative of the Blue Sky Conservation District, in conjunction with the Board of Supervisors. The employee will coordinate all District activities with all entities involved. The employee shall be in charge of the day-to-day operations of the District and shall conduct business therein. The employee will carry out policies and operate within the guidelines set forth by the Board of Supervisors. The employee is encouraged to make recommendations to the Board to insure that District policy is carried out and that the wise use of our natural resources is promoted as effectively and efficiently as possible.

Principal Duties

1. Oversees all district programs and directs the work of district personnel to ensure annual and long-range goals are being met.
2. Reviews and updates the District's policy book and position descriptions for Board of Supervisors as needed.
3. Assesses the need for conservation work within the district in cooperation with various federal, state and local agencies. Recommends actions and programs to the board to meet these needs. Maintains a cooperative working relationship with all natural resource agencies operating within the district.
4. Identifies sources and recommends actions to the board to secure operating funds for the district. Administers district grants, donations and agreements and coordinates with staff to keep them informed of status of grants.
5. Works with Administrative Assistant to develop and administer district's annual budget. Approve and signs all monthly accounts payable.
6. Ensures a public information and education program continues to be an ongoing process. Responsible for developing quarterly newsletter, annual district newspaper insert, brochures, advertisements and flyers as needed.
7. Ensures the proper maintenance and use of all district equipment and facilities.
8. Coordinates request for district assistance with the NRCS district conservationist and other appropriate resource agencies.
9. Monitors and informs the Board of Supervisors of state and national legislative issues that affect conservation districts. Contacts legislators on the Board of Supervisor's position of these issues.
10. Keeps District Board of Supervisors informed of issues which the District may have an interest in. Compiles background information to facilitate the decision-making and policy-setting function of the District Board of Supervisors.
11. Prepares and compiles materials for the monthly Board of Supervisors meetings, including agendas, correspondence and other information.
12. Develops the district's Annual Plan of Work, Long Range Plan and Annual Report to present to the Board of Supervisors for approval.
13. Attends monthly District Board meetings. Attends annual state convention and Area Meeting.

Required Knowledge, Skills and Abilities

1. Works well with people, both the general public and employees of federal, state, county and city agencies
2. Good communication skills, both verbal and written
3. Experience with computers and/or typing and other clerical work.
4. Agricultural background and or agriculture-related exposure through schooling or work experience to understand resource terminology.
5. Administrative and organizational skills.
6. Willingness to work outdoors in all weather conditions.
7. Willingness to learn and advance education through attending training workshops and meetings.
8. For travel involved in job, ability to be away from home occasionally overnight and for longer than normal workday; valid driver’s license required.
9. Bachelors degree in resource education, agriculture or engineering.
10. Develop an understanding of the relationship between the Conservation District, Natural Resources Conservation Service and other cooperating agencies.
11. Become able to accurately explain the goals, objectives, policies and programs of the Conservation District, as well as its function and responsibilities as dictated by state law.
12. Ability to work independently

Supervision

The Blue Sky Conservation District will establish priorities. Supervision will be under the direction of the Board of Supervisors.

Evaluations

Your performance of each duty in this position will be evaluated against the requirements for your position. Evaluation of performance will be conducted annually by the Board of Supervisors.

At-will position, Salary, Insurance considerations

This position is an at-will position that exists only under the direction of the BSCD Board of Supervisors. No contract is implied or intended. The BSCD may terminate this position at any time.

This is a full-time, exempt, salaried position. Starting salary will depend upon qualifications and experience. The District Manager shall possess a current driver’s license and be insurable under the District’s insurance policy.

Blue Sky Conservation District is an Equal Opportunity Employer

Signed: _____

Date: _____