

POSITION DESCRIPTION
District Manager
Routt County Conservation District

POSITION SUMMARY This position provides managerial, administrative, supervisory, educational, and technical support to the Routt County Conservation District Supervisors in carrying out the District's program in conformance with the purpose of the District. This professional position requires skills and experience in program development and administration, communications and financial management. The position may also require supervision of other District employees. The incumbent must also possess technical knowledge and/or work experience in agriculture and urban natural resources management.

PRIMARY RESPONSIBILITIES

1. PROGRAM DEVELOPMENT/MANAGEMENT/ADMINISTRATION

- a. Understands the purpose, powers, programs, and responsibilities of the District.
- b. Seeks information and keeps Supervisors informed about local, state and federal regulations, laws, programs and/or activities that may impact the District.
- c. Assists in coordinating District programs with the programs and activities of personnel from NRCS, DNR, FSA and other agencies involved in the conservation of soil, water and related natural resources.
- d. Works with the District Treasurer to draft an annual program budget.
- e. Prepares grant applications and other funding proposals as opportunities arise to enhance the District's program and/or accelerate the application of best management practices and technologies to improve soil and water quality and related natural resources in the county.
- f. Serves as the day-to-day manager/administrator for all district conservation program grants received.
- g. Assists partnership staff with information and education about conservation programs available to address resource concerns of land users.
- h. Assists the District chairperson in planning and conducting monthly board meetings.
- i. Assists the Supervisors in planning and conducting the District's Annual Meeting.
- j. Assists the Supervisors in developing their 3-5 year business plan, annual plan of action and publishing a report on the District's mission, goals, planned actions and accomplishments.
- k. Assists District Supervisors in developing closer working relationships with local units of government as well as local, state and federal elected officials.
- l. At the request of the Supervisors, the incumbent may be required to supervise other District employees, prepare and update job descriptions, conducts evaluations, and recommend needed training, disciplinary action, and recognition of employee efforts.
- m. Assures that all funds are received and disbursed according to guidelines and as per instructions.
- n. Assures that a monthly written financial report is prepared for the Supervisors' review and approval. The report includes beginning and ending balances of all accounts, all receipts and disbursements, claims for approval, and status of all investments.
- o. Responds to telephone calls and walk-in requests for assistance and/or directs the requests to the appropriate personnel for assistance.
- p. Performs other duties as requested by the District Supervisors.

2. INFORMATION/EDUCATION

- a. Provides leadership in planning and implementing the District's information and education program.
- b. Prepares or oversees the preparation of a District newsletter and an annual report.
- c. Utilizes news releases, radio and TV interviews to promote the District's mission and programs.
- d. Presents programs to key county groups about the District's mission, programs and accomplishments. (i.e. civic clubs, farm organizations, environmental groups, developers etc.)
- e. Helps arrange technical tours, workshops and programs for land users interested in improving soil, water and related natural resources. Seeks cooperation and collaboration with Colorado State Cooperative Extension Service and other conservation partners in planning and implementing these events.
- f. Helps provide soil, water and related natural resource information, educational resources, programs, and training to local school teachers (i.e.: Riverwatch, etc.) in cooperation with the Extension and others.

3. TECHNICAL

- a. Explains planning and application of conservation practices and how they improve soil and water quality.
- b. Advises land users about programs available to provide technical and financial assistance for applying conservation practices on their land.
- c. Assists the Natural Resources Conservation Service (NRCS) and Department of Natural Resources (DNR) personnel in survey, design and planning of conservation practices.
- d. Assists in supervising installation of conservation practices by land improvement contractors.

POSITION REQUIREMENTS

1. 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.
2. Ability to communicate effectively, both orally and in writing, including a thorough knowledge of English grammar, spelling, and punctuation rules.
3. Ability to prioritize efforts, delegate tasks and efficiently manage time independently to accomplish a variety of tasks.
4. Ability to work with persons from many other organizations, agencies, and groups in a professional manner to project a favorable image of the District.
5. Ability to use computer for word processing, data and financial management.
6. Normal work hours will be 8 a.m. until 4:30 p.m. Monday through Friday. Limited attendance at night meetings or weekend activities will be necessary. The Supervisors determine policies on compensatory time as needed.
7. Travel outside the office and the county on behalf of the District will be necessary and will be reimbursed at a rate determined by the Supervisors in accordance with employee policies.
8. A valid Colorado driver's license is required.

SUPERVISORY RELATIONSHIPS

1. This position is under the direct supervision of the Routt County Conservation District Supervisors. Performance appraisal of this employee and decisions regarding salary and other

compensation, disciplinary actions and termination of employment are the responsibility of the District Supervisors.

2. The Supervisors will determine the incumbent's work schedule. Paid holidays, vacation leave, sick leave and leaves of absence.

EVALUATION OF PERFORMANCE

1. The incumbent will be subject to a 90-day probation period. Upon successful completion of the probation period, the Supervisors will provide the incumbent with a performance appraisal after the first 180 days on the job and then at least once per year after that date.
2. 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).
3. The Supervisors 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.
4. It is to be understood that the Routt County Conservation District Supervisors have the right to review and update the job description with input from the incumbent at any time they deem necessary.