

DISTRICT EMPLOYEES JOB DESCRIPTION

Introduction:

The District Employee's first obligation is to the Board of Supervisors of the Conservation District. As time permits, the employee will assist the Natural Resources Conservation Service (NRCS) in the manner outlined below. The Conservation District Board assigns duties and NRCS may provide additional training as needed. The District Employee will follow procedures as designated by the Board of Supervisors; and in assisting NRCS, will use the procedures and instructions set forth when handling the business of that agency.

A. Administrative

- Field telephone calls for District and NRCS (if applicable)
- Assist individuals as they enter the facility
- Receive incoming mail & packages, dispatching outgoing mail
- Maintain files, including the maintenance of handbooks and the disposition of file material (referencing the Records Retention Manual)
- Compile and assemble data for various reports
- Prepare and mail minutes and agendas in advance of district board meeting
- Assemble financial data, correspondence and other materials for board meetings
- Attend monthly board meetings, unless excused, to inform the board of district matters and receive direction on conducting district business
- Record minutes at all board meetings to include all actions taken, policies adopted and other pertinent information (keep them minimal)
- Notify the board of upcoming events, due dates and renewals
- Attend workshops, meetings and conventions as directed by the board
- Assemble data for reports such as budgets, awards, tree planting etc.
- Order supplies, materials and services as needed

B. Information and Education

- Contact schools, churches and other civic organizations and provide information on activities, camps and scholarship opportunities
- Prepare and submit applications for awards
- Prepare a quarterly newsletter
- Participate in events such as fairs, home shows, ag events etc. to share district information
- Participate in workshops as presenters or sponsors to inform the public of your districts activities

C. Financial

- Maintain the district financial records using the recommended bookkeeping system, prepare invoices for trees, drill usage and all other district services, prepare deposits, receive and make payments
- Maintain personnel records for employees and supervisors pertaining to payroll, taxes and retirement
- Maintain a current inventory of the districts holdings

D. Tree Program

- Assist landowners in the planning of practices (tree planting)
- Prepare tree plan
- Prepare tree season packet for landowner signature
- Order trees and fabric (if necessary)
- Prepare the tree cooler and trees for delivery/planting
- Assist tree crew by supplying them with tree plan, contact numbers, maps
- Follow up with the landowners following tree plantings and fabric install
- Mail survival check list to landowner in the fall
- Follow similar procedures with other programs, including tillage, spraying, weed removal or any other services provided by the district

E. Employee Supervision and Training

- Inform new employees of policies
- Educate new employees – Safety Policy & New Hire Documentation

F. Grant Program

- Prepare grant applications for submission
- Administer grant funds and track throughout the grant period
- Prepare final reports on accomplishments of the grant project

G. Other

- Assist NRCS staff as needed and if time allows
- Supervise and maintain the districts buildings and equipment, making any necessary repairs
- Supervise and maintain the drill rental program, scheduling, billing and maintenance of machine
- Oversee District projects
- Assist rural and urban individuals, organizations and agencies with conservation projects