

DISTRICT MANAGER
LAWRENCE CONSERVATION DISTRICT
CONTRACT FOR EMPLOYMENT

JOB DESCRIPTION

Description is attached.

WORK SCHEDULE

The district manager will work 16 hours per week with regular office hours from 9:00 a.m. to 1:00 p.m., Monday through Thursday. Changes of office hours may occur due to meetings and other scheduled obligations.

LEAVE TIME

Time off may be scheduled with board approval.

HOLIDAYS

The following are considered paid holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving, and Christmas.

CONFERENCES, CONVENTIONS, AND MEETINGS:

The district will pay for expenses related to attendance at board approved functions.

SALARY

Employee salary will be an hourly wage set by the Board of Supervisors. The wage will be reviewed annually and recorded in the monthly board minutes.

PERFORMANCE REVIEW

The district manager will be evaluated by the board on an annual basis and be retained based on the adequacy of his/her performance.

District Manager

Date

Board Chairman

Date