

DISTRICT EMPLOYEES JOB DESCRIPTION

INTRODUCTION: The District Employee is responsible to the Board of Supervisors of the Conservation District. This employee's first obligation is to the District. As time permits, the employee will assist the Natural Resources Conservation Service (NRCS) as approved by the Conservation District and as outlined below. The Conservation District Board prescribes duties and NRCS may provide training as needed.

The District Employee will follow procedures as designated by the Conservation District Board of Supervisors; and, in assisting NRCS, will use the Administrative Procedure Manual and other instructions issued by NRCS when handling business for that agency.

DUTIES:

A. Secretarial/Clerical

1. Serves as a receptionist for both those calling by telephone and in person.
2. Receives incoming mail and packages and dispatches outgoing mail. Takes follow-up action to insure that the meeting of deadlines and other requirements are met.
3. Maintains files and sets up folders as prescribed by the standard filing systems. This includes the maintenance of hand books and disposition of file material as shown in disposal schedules of the standard filing system.
4. Order supplies, materials, and services as needed.

B. Information and Education

1. Assists in assembling data for reports such as Work Plans, conservation plans, Annual Reports, Annual Budgets, Awards, Long Range Plan, etc.
2. Contacts schools, churches and civic organizations to provide them with information on activities such as conservation speech contest, Arbor Day Essay contest, Soil Stewardship Week and youth camps or designates these duties to other staff.
3. Prepares and submits application for various conservation awards i.e. Isaak Walton Wildlife Habitat, SDACD awards, etc. Participates in the District's informational program by writing news stories of

conservation accomplishments, events and progress. Prepares quarterly newsletter material, as required.

4. Implements and represents policies as established by the District. Oversees progress of all projects in the District and works with other Conservation Districts to help complete programs and projects.
5. Works with interested rural and urban individuals, organizations and agencies to accelerate rural development activities as outlined in the District Program and Annual Work Plan, or as assigned on specific phases of rural development practices.
6. Attends all meetings referring to conservation and water safety practices. Attends county and city commission meetings to keep them up to date on conservation practices completed in the county as requested.
7. Attends workshops, conventions, area meetings, and District regular monthly meetings as directed by the Board of Supervisors.
8. The Board encourages the employee to attend job related educational training as it becomes available.

C. Financial

1. Maintain the District's financial records by using the recommended bookkeeping system, prepares and sends out billings for trees, drills and other work performed, prepares deposits, and receives payments to the District. Makes out checks for accounts payable.
2. Maintain personnel records for District Employees and Supervisors tax withholding, Social Security, and Medi-Care taxes. This includes the computation and reporting of income tax and social security withholdings to proper authorities.
3. Maintain a current inventory of District properties.

D. Administration

1. Board Meeting

- a. Prepares and mails an agenda in advance of each Conservation District board meeting.
- b. Assembles financial data, correspondence and other materials for board meetings. Attends all monthly board meetings, unless excused by the board, in order to inform the Supervisors of matter concerning the

- District and receive direction in conducting District programs.
- c. Record minutes at all board meetings so as to include a record of all action taken, policies adopted and other pertinent information. Type and distribute copies of the minutes according to the recommendations of the South Dakota Association of Conservation Districts (SDACD).
 - d. Remind the board of various due dates, such as renewal of insurance policies, surety bonds, award program dates, requests for county and/or state assistance, etc.
 - e. Advises the Board of Supervisors of the District's needs as new challenges and opportunities arrive and carries out the recommendations of the board regarding new activities and responsibilities.

2. Tree Program

- a. Implements the District's tree planting program to include: ordering trees, preparing the tree cooler and caring for tree stock. Prepares tree plans in accordance with local guide and hires and supervises seasonal employees hired to carry out the District's programs. These programs consist of tillage, cultivation, herbicides and fabric. Communicate daily with tree foreman about tree plantings for the following days. Make up tree route for tree crew. Make phone calls for foreman to people planting trees as to when their trees will be planted. Mail prepayment letters and letters to planters informing them of upcoming planting to make sure their ground is prepared.
- b. Assist landowners and cooperators in their planning of conservation projects to improve the environment of the county.
- c. Is responsible for supervising and maintaining the District's equipment and buildings. Responsible to see that necessary repairs be completed and a needs assessment be presented to the District Board periodically.
- d. Implements and supervises the maintenance and the rentals of the District's drills, drill operations, scheduling, delivery and billings and collections of the billings.

E. Grant Program

1. Prepares grant applications to enhance the District. Supervises administration of grant funds and prepares reports to document implementation of grants which could be requested. To make personal appearances to city, county, state and federal agencies requesting grants for the Conservation Districts.

F. Other

1. All duties and actions taken while performing the requirements of this position will be done in a safe and healthful manner and will be of a nature to reflect favorably on the Conservation District.
2. Assists NRCS personnel when requested as long as it does not interfere with District business.
3. Performs all other duties as designated by the District Board of Supervisors.

*You may put in signature lines and have your employees sign and date the job descriptions.