

Shawnee County Conservation District District Manager Position Description

INTRODUCTION The district manager performs various administrative, secretarial and clerical duties for the Shawnee County Conservation District. This position administers and carries out policies and operates within the guidelines set forth by the board of supervisors. The district manager provides day-to-day coordination of district activities and serves as the district's representative to other agencies, organizations and the general public. In addition to working for the district, the district manager shall, within the range of duties and hours of work set by the board of supervisors, be directed to provide support services for the Natural Resources Conservation Service (NRCS). Work requires attendance at night district board meetings and other meetings in which the district has an interest. Occasional overnight travel will be required to attend various meetings, seminars and workshops. All duties and actions taken by this position while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the Shawnee County Conservation District. This position is classified as permanent full time.

PRINCIPAL DUTIES

1. Serves as office receptionist by receiving visitors and telephone calls.
2. Maintains district and NRCS files, handbooks, manuals and guides according to established systems.
3. Types correspondence, reports and other materials as needed.
4. Utilizes computer to effectively collect, manage and disseminate information.
5. Processes incoming and outgoing mail.
6. Orders office supplies, materials and services.
7. Coordinates and explains district programs.
8. Oversees district business such as equipment rental, grass seed and tree sales, etc.
9. Maintains financial records and ledgers.
10. Supervises and directs the work of district personnel. Provides orientation and training for new employees. Develops a yearly staffing needs inventory.
11. Assembles materials for board meetings. Records, prepares and distributes minutes.
12. Maintains time and attendance reports for district employees. Completes payroll records and withholding reports.
13. Prepares a draft of the annual work plan, annual report and annual budgets for district board review.
14. Develops and implements district information and education program.
15. Coordinates annual meeting preparations.
16. Explains cost-share payment procedures to landowners.
17. Works with the Shawnee County Non-Point Source/Local Environmental Protection Program.
18. Prepare a monthly activities report and presents summary at board meetings.
19. Performs other related duties.

SUPERVISION

Policy and program direction is received from the district board. The district manager is under the direct supervision of the district board chairperson. This position independently carries out day-to-day work. The NRCS District Conservationist (DC) will provide supervision and direction where NRCS has overall program responsibilities, or in the management of NRCS office space or NRCS-owned equipment. The DC will also provide supervisory technical support on all activities relative to those found in the Field Office Technical Guide. The district manager supervises and directs the work of the district technician and all other district staff.

MINIMUM**QUALIFICATIONS**

1. Related college degree or equal accepted standard of years of experience.
2. Two years of experience in clerical, secretarial and/or administrative work.
3. General knowledge of conservation practices.
4. Types at a rate of 40 words per minute.
5. Working knowledge of modern office equipment.
6. Working knowledge of computer software i.e., word processing.
7. Working knowledge of spelling, punctuation, grammar, mathematics and general office procedures.
8. Working knowledge of basic accounting and bookkeeping methods.
9. Ability to communicate effectively, both verbally and in writing.
10. Public relations abilities. Must be able to work effectively with agencies and individuals.
11. Ability to organize and plan work.
12. Ability to effectively supervise subordinates.
13. Ability to work without day-to-day supervision.
14. Knowledge of environmental concerns, both urban and rural.
15. Dependable transportation and valid driver's license.
16. Working knowledge of non-point source pollution and other water related private and government programs.
17. Data collecting, analysis and reporting skills.

If the requirements can not be met, other experience and training indicating an applicant has the capacity and willingness to meet the qualifications can be substituted.