

\_\_\_\_\_ **County Conservation District**  
**District Manager**  
**Position Description**  
**November 2005**

The person in this position works for the \_\_\_\_\_ County Conservation District and is supervised by the board of directors. One district director is designated as the day-to-day contact for the employee. The employee is responsible for the day-to-day operations of the district office and supervises other district employees. The employee performs administrative duties, manages district programs, coordinates activities with other agencies and organizations, represents the district at meetings and with other agencies, and keeps the board of directors informed of district activities. Performance evaluations will be based upon standards of performance established for each major job duty listed below. The employee will have a 15-minute break in the morning and a 15-minute break in the afternoon.

**Job Duties and Responsibilities:**

**Administration:**

**The district manager carries out a variety of administrative duties including:**

Recommending priority of work.

Recommending methods of financing district business. This includes exploring means of obtaining locally earned funds.

Developing budget requests to Oklahoma Conservation Commission.

Developing and maintaining a weekly schedule of manager's activities and sharing it with the NRCS district conservationist and other personnel.

Provides guidance and assistance to district secretary in the completion of reports, inventories, and requests from the Oklahoma Conservation Commission, Oklahoma Association of Conservation Districts, National Association of Conservation Districts and others. Assures that deadlines are met and reports are complete.

Assists the district board in development of annual plans of work (joint plan of operations) and long-range plans. Obtains input from NRCS, other agencies, etc. for plans.

Attends district board meetings, provides monthly actively report, keeps district board informed of all district activities and upcoming events.

**Serves as Office Manager and Supervisor for District Employees**

The district manager serves as office manager and supervisor of other district employees in the office. The manager will work to see that the office is open and staffed during established office hours and that customers receive quality assistance. The manager will work with the district secretary and NRCS personnel to develop office procedures and policies.

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The DM will ensure that other district employees have a current position description and standards of performance and will develop performance evaluations on employees to provide the district board for annual performance reviews.

### **Equipment Management**

The DM will manage the district's equipment and custom grass planting operations. This will involve working with customers, operating equipment such as Bermuda grass spriggers and diggers, grass drills, pickup truck and other equipment. The DM will also be responsible for the district equipment barn and will keep it and equipment secure and in good order.

The DM will make recommendations to the district board on purchase of new equipment and major repairs on existing equipment.

### **Cost Share Program**

The district manager serves as the Conservation Cost Share Program Officer in publicizing the program, accepting applications, arranging for ranking of eligible applications, maintaining files on all applicants, assisting participants complete application and forms for payment, and submitting required reports to the Oklahoma Conservation Commission.

### **Information Program**

The district manager develops and maintains an effective district information program which may include: working with radio, and print media, presenting programs to civic, social and other groups, developing displays and newsletters, writing news and feature articles, and maintaining photo and information files.

### **Conservation Education**

The district manager works to maintain an active conservation education program working with county schools, organizations, groups, and agencies. Activities may include working with schools to develop outdoor classrooms and natural resource days, conducting poster, essay, and speech contests, make presentations to schools, civic clubs, and other groups, conducting conservation tours, developing new educational programs, and conducting or assisting with conservation education workshops and events.

The district manager will continually review conservation education activities to evaluate their effectiveness and makes recommendations to the board on which activities should have priority.

### **Watershed Operations**

The district manager works closely with watershed project sponsors, conservancy district boards and the conservation district board in promoting the development of watershed work plans and in the operation and maintenance of watershed dams. The manager assists in explaining land right needs, obtaining easements, and with public relations in watershed construction.

The manager keeps abreast of maintenance needs on completed works of improvement and secures needed assistance to correct deficiencies.

The manager develops and documents requests to the Oklahoma Conservation Commission for revolving funds for acquisition of land rights and for assistance with operation and maintenance.

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The manager makes annual inspection reports on dams and does maintenance work such as removing trees from dams and spillways and ensuring inlet towers are kept free of debris.

**Assistance to NRCS**

When workload permits and under guidelines developed by the district board, the manager will provide assistance to NRCS such as assisting in the layout and checkout of conservation practices, gathering information needed for planning and application of conservation measures, and providing information for reports and plans,

**Relations**

The district manager coordinates activities with federal, state, and local governmental agencies and civic clubs, and others to provide quality service to residents within the district.

The manager works closely with the NRCS personnel and others to develop a team approach in providing assistance to customers and will seek technical assistance from NRCS on resource related issues.

The manager serves as the district's representative to other agencies and organizations and as district liaison to the Oklahoma Conservation Commission.

\_\_\_\_\_ **County Conservation District**  
**District Manager Position**  
**Standards of Performance**  
**November 2005**

**Administrative Duties:**

The district manager will carry out all administrative duties in a business like and professional manner. Reports, weekly schedules, budget requests, and other requests from the Oklahoma Conservation Commission and other agencies will be completed in a timely manner, be complete and accurate, and meet deadlines.

The district manager will assist the board in the development of annual and long-range plans by gathering information, working with board members, district secretary, district cooperators, agencies and organizations to gather data and input, and by putting a draft together for the district board's review. The plans will be complete, well organized, prepared according to the Oklahoma Conservation Commission guidelines and will be submitted by set deadline dates.

The district manager will explore avenues of increasing the district's ability to earn locally earned funds and will make recommendations to the district board. The manager will research what other districts are doing as well as exploring methods that only fit Garfield County situations.

**Office Manager and Supervisor**

The district manager will serve as office manager and will work with NRCS and other district employees to develop effective office policies and procedures that result in high quality service to district and NRCS customers and provide a good working environment for employees.

The district manager will supervise other district employees and will ensure that a current position description and standards of performance is on file for all employees. The manager will work with other employees to identify training needs, resolve any conflicts, and ensure that the employees are carrying out their job duties in a professional and capable manner. Any issues that cannot be resolved will be brought to the district board. An annual performance review will be completed by the DM of district employees and provided to the district board.

**Equipment Management**

District equipment such as spriggers, grass drills, vehicles, etc. will be kept in good working order and secure. The district equipment building will be kept clean and well organized. Any major needs for equipment repair or purchase will be brought before the district board in a timely manner. Any problems or issues with customers that cannot be resolved will be brought to the attention of the board. All reasonable efforts will be made to satisfy customers and all customers will be treated with courtesy and respect. Commitments to customers will be kept and customers will be kept informed on status of their request for services.

**Cost Share Program**

The district manager will manage the Oklahoma Cost Share Program. Signup periods will be well publicized and landowners provided maximum opportunity to participate in the program.

The manager will ensure that quality assistance is provided to program participants when applying for the program, during the contract period and when completing necessary forms for payment.

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Any complaints or problems will be handled immediately and in a professional manner. If issues cannot be resolved they will be brought to the district board for action.

Good records will be kept for each participant and necessary reports to the Oklahoma Conservation Commission will be complete and meet deadlines.

### **Information Program**

The district manager will carry out an effective information program that is diverse and reaches necessary audiences with appropriate messages.

News articles, displays and other informational materials will be of high quality, targets the appropriate audience, and distributed in a timely manner.

Presentations to groups will be well organized and professional and reflect well on the conservation district.

Information files will be maintained to document informational efforts and the district board will be kept informed of these activities.

### **Conservation Education**

The district manager will carry out an effective conservation education program. The manager will evaluate all activities to ensure they are effective. The district manager in working with teachers and others in conservation education will be professional at all times, present a good image for the conservation district and work to develop good relationships. Presentations and workshops will be well organized and coordinated.

Materials prepared will be of high quality and appropriate for the targeted audiences. The district manager will make recommendations to the district board on which activities the board should support and promote.

### **Watershed Operations**

The district manager will work closely with watershed project sponsors and landowners to stay current on operation and maintenance needs, potential for development of watershed plans and obtaining easements. The manager will work to develop good relationships with landowners involved in the watershed program and will assist in informing and educating them about the program. Any problems with dams will be addressed immediately. After each annual watershed inspection, a priority of work will be developed to ensure the most serious operation and maintenance work is addressed first.

### **Assistance to NRCS**

Assistance to NRCS will be provided based upon district board guidelines. The DM is expected to work closely with NRCS to keep them informed of when assistance is available. The DM will work to improve skills needed to provide assistance and will provide quality assistance.

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**Relations:**

The district manager will cooperate and work with other employees, district board members, NRCS staff members, other USDA agency personnel and others to develop a team effort in carrying out conservation district and NRCS programs and activities. The district manager will treat customers and coworkers with respect and courtesy and act professionally at all times.

**Civil Rights/Customer Service**

The district manager will ensure that all customers and employees are treated fairly and that all conservation district programs and services are offered on a nondiscriminatory basis without regard to color, national origin, religion, gender, martial status, or physical disability.

Customers will be treated with courtesy and respect and every effort will be made to satisfy their requests. If the district manager cannot meet a customer's needs, the customer will be referred to NRCS or someone else that can meet their needs. The utmost effort is expected in providing quality service to customers.

**Performance Review**  
\_\_\_\_\_ **County Conservation District**  
**District Manager**

**Performance Elements:**      **Meets Standards**      **Exceeds Standards**      **Does Not Meet Standards**

**Administration**                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Comments:

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**Office Manager and Supervisor**                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Comments:

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**Equipment Management**                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Comments:

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**Costshare Program:**                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Comments:

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**Performance Elements:**      **Meets Standards**                      **Exceeds Standards**                      **Does Not Meet Standards**

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**Information Program:**                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Comments:

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**Conservation Education:**                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Comments:

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**Watershed Operations:**                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Comments:

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**NRCS Assistance:**                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Comments:

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**Relations/  
Customer Service**                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

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**Performance Elements:**      **Meets Standards**      **Exceeds Standards**      **Does Not Meet Standards**

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**Civil Rights**

Comments:

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**Overall Performance Rating:**

\_\_\_\_\_ **Meets Standards**      \_\_\_\_\_ **Exceeds Standards**      \_\_\_\_\_ **Does Not Meet Standards**

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**Standards Reviewed and discussed with employee:**

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**Board Member**

\_\_\_\_\_

**Employee**

\_\_\_\_\_

**Date**