# for Pennsylvania Conservation District Directors

NAME:	POSITION: District			et Director COUNTY:			COMPLETION DATE:		
POSITION DEVELOPMENT PROFICIENCY MODEL				ACTION PLAN			EVALUATION		
SUBJECT SUBJECT: CONSERVATION DISTRI	REFERENCE MATERIALS	AVAILABLE TRAINING RESOURCES	LEVEL PRESENT	LEVEL PLANNED / PRIORITY	SELECTED TRAINING METHODS	DATE COMPLETED	TRAINER INITIALS & DATE	COMMENTS	
<ul> <li>A. Conservation Districts <ol> <li>Philosophy underlying <li>Conservation Districts</li> <li>How CDs are organized and <li>operated</li> <li>Applicable CD law</li> <li>State Conservation Commission</li> <li>District programs and work plan</li> <li>State Association of CDs - PACD</li> <li>National Association of CDs - </li> </li></li></ol></li></ul>	PA "Conservation District Director Handbook" Act 217 Act 148 CD Long Range Plan CD Annual Work Plan "Directions For The 90s" PACD By-laws, policies and committees NACD By-laws, policies and committees	DEP PDA PA SCC OJT/Self DEP Regional Field Representative State & Regional PACD Meetings District Manager District Chair PACD Executive Dir./Council/ Committee Chairs/ Members NACD Regional Director							

*PROFICIENCY LEVELS* (1 = Unfamiliar, 2 = Aware, 3 = Understands, 4 = Proficient and can train others)

7/1/2005

SUBJECT	REFERENCE MATERIALS	AVAILABLE TRAINING RESOURCES	LEVEL PRESENT	LEVEL PLANNED / PRIORITY	SELECTED TRAINING METHODS	DATE COMPLETED	TRAINER INITIALS & DATE	COMMENTS	
SUBJECT: DIRECTOR ROLES AND RESPONSIBILITIES									
<ul> <li>A. Meeting Organization &amp; Conduct <ol> <li>Parliamentary Rules of Order</li> <li>Roles of Officers</li> <li>Committee Structure and Responsibilities </li> <li>Attendance requirements</li> </ol></li></ul>	"Skills For Working Together" NACD - "Leadership ID & Group Dynamics"	District Chair DEP Regional Field Representative							
<ul> <li>B. Natural Resource Issue Identification <ol> <li>Local and State Natural Resources</li> <li>Social and Economic Impact of <ul> <li>Natural Resources</li> <li>Current &amp; projected status of <ul> <li>resources</li> </ul> </li> <li>Influences on resources</li> </ul></li></ol></li></ul>	Soil Survey County-wide Resource Inventories	District Conservationist Extension Director District Manager Service Forester							
<ul><li>C. Policy Development</li><li>1. Current District Policies</li><li>2. State and National Policies</li></ul>	District Policy Book "Directions for the 90s"	District Chair District Manager PACD/NACD Meetings							
<ul> <li>D. Personnel Supervision <ol> <li>Management/Supervisory</li> <li>Responsibilities</li> <li>Position Descriptions</li> <li>Evaluation of Employees</li> <li>Employees compensation</li> <li>Employee training</li> <li>Employee relations</li> <li>Determining workload &amp; staffing needs</li> </ol> </li> </ul>	Current position descriptions District policies NACD "Personnel Mgt. Reference Book" County Personnel Policies District Manager	DEP Regional Field Representative County Personnel Manager							
<ul> <li>E. Financial Management</li> <li>1. Financial Planning - short-term &amp; long-term</li> <li>2. Budget Preparation &amp; Implementation</li> <li>3. Funding Opportunities</li> </ul>	District Annual Budget District Long- Range Budget "Program" requirements	County Budget Director "Program" administrators District Manager							

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 NAME:
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 COUNTY:
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### POSITION DEVELOPMENT PROFICIENCY MODEL

# ACTION PLAN

# EVALUATION

Book     Assoc.       B. Courty Goverment     County Code       I. Commissioners' office     Book       2. Planning office     Book       3. Assessment office     Book       4. Agricultural Preservation     Extension Director       1. Governor's office     organizational       2. State Government     organizational       1. Governor's office     organizational       2. Cable of Governor's office     charts and       program     Representative       3. Department of Environmental     program       Protection     descriptions       4. Department of Conservation of     Memorandums of       Natural Resources     Memorandums of       Protection     representative       State Legislators     State Legislators       Potorection     descriptions       A. Sub Covernor of Strice     Memorandums of       NRCS     - Building       NACD     State/Local meetings       State/Local meetings     State/Local meetings       - Forest Service     - Building       - Bur, of Water Quality Protection     - Building       - Bur, of Watershel Conservation     Vour District       - Bur, of Water Quality Protection     - Building       - Bur, of Water Sel Conservation     - Building       - Bur, of Wa	SUBJECT	REFERENCE	AVAILABLE	LEVEL	LEVEL	SELECTED	DATE	TRAINER	COMMENTS		
SUBJECT: COOPERATING AGENCIES AND GOVERNMENTAL STRUCTURE         A. Town and Borough Structure       Municipal Code Book       County Township Assoc.         B. County Government       County Code Book       Book       County assoc         1. Commissioners' office       Book       County assoc       County assoc         3. Assocsment office       Book       County assoc       County assoc         4. Agricultural Preservation       Departments'       Extension Director         1. Governo's office       organizational chars and scriptions       DEP Regional Field         2. Object offices       organizational chars and scriptions       DEP Regional Field         3. Department of Environmental Protection       porgram descriptions       State Legislators         5. Department of Conservation of Natural Resources       Memorandums of NACD       Agency/Organization representative State/Local meetings         - NRCS       - Building NACD Regional & - Soulding       PACD Exec, Council Meetings       NACD Regional & NACD Regional & NACD Regional         1. USPA       of Watershed Conservation - But: of Watershed Conservation - But: of Watershed Conservation - State & Federal Legislators       - Pattnership Organization Structure''       PACD Regional Astocia       PACD Regional Astocia		MATERIALS	TRAINING	PRESENT	PLANNED/	TRAINING	COMPLETED	INITIALS AND			
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B. County Government I. Commissioners' office 2. Manning office 3. Assessment office 4. Agricultural Preservation C. State Government 1. Governor's office 2. Cabinet offices 3. Departments' office 3. Department of Environmental Protection 4. Department of Environmental Protection 4. Department of Conservation of Natural Resources 1. USDA - NRCS - Forest Service - Failding NACD State Logional - Forest Service - Building NACD Equipational NACD State Logional - Bur, of Watershed Conservation - Bur, of Watershed Conservation - State & Federal Legislators - Potential - State & Federal Legislators - Team" - Patterships" - Team" - Team Pattership - Patterships - State & Federal Legislators - Team Pattership - Patterships - State & Federal Legislators - State - St	A. Town and Borough Structure		County Township								
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6. PDA     Structure"       7. State & Federal Legislators     - "Partnership											
7. State & Federal Legislators - "Partnership											
	8. DCNR	Relations"									

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SUBJECT	REFERENCE	AVAILABLE	LEVEL	LEVEL	SELECTED	DATE	TRAINER	COMMENTS
	MATERIALS	TRAINING	PRESENT	PLANNED/	TRAINING	COMPLETED	INITIALS AND	

7/1/2005		DRAFT				
RESOURCES	PRIORITY METHODS	DATE				

## SUBJECT: DISTRICT DELEGATED PROGRAMS

A. Chapter 102	Program	Administering
	Delegation	agency
	Contract	representative
	Program	District staff
	Administration	
	Manual	
B. Chapter 105	See above	See above
C. Nutrient Management	See above	See above
D. Chesapeake Bay	See above	See above
E. Bio-solids	See above	See above
F. Landowner Reclamation	See above	See above
G. Floodplain Management	See above	See above
H. Agricultural Preservation	See above	See above
I. Gypsy Moth	See above	See above
J. Dirt & Gravel Roads	See above	See above

#### **SUBJECT: COMMUNICATIONS**

	NUCD			
A. District Program Promotion	NACD -	PACD/NACD Local,		
	"Marketing for	State, Regional and		
	Conservation	National Meetings		
	Success"	PACD PR		
	PACD Marketing	Committee		
	Handbook			
B. Legislative Contacts	PACD	PACD/NACD Local,		
	"Legislative	State, Regional and		
	Contact Packet"	National Meetings		
		PACD Legislative		
		Committee		
C. Working with the Media		PACD/NACD Local,		
		State, Regional and		
		National Meetings		
		PACD PR		
		Committee		

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NAME:

**POSITION:** District Director

COUNTY:

**COMPLETION DATE:** 

#### POSITION DEVELOPMENT PROFICIENCY MODEL

#### SUBJECT LEVEL DATE DATE & REFERENCE AVAILABLE LEVEL SELECTED COMMENTS MATERIALS TRAINING PRESENT PLANNED/ TRAINING COMPLETED INITIAL SUPERVISO RESOURCES PRIORITY METHODS R OR TRAINER

**ACTION PLAN** 

#### **SUBJECT: OTHER DISTRICT PROGRAMS**

A. Environmental Education Programs	"Program"	District Staff			
A. Environmental Education Programs	materials				
	materials	PA Dept. Education			
		PACD			
		NACD			
B. Sales Programs	Sales Program	District Staff			
1. Seedling Sale	descriptions &	District Directors			
2. Topographic maps	policies	NACD			
3. Fish	NACD program				
4.	descriptions				
5.	1				
C. Fee Policy	SCC policies	District Directors			
	District Policies	DEP Regional Field			
		Representative			
D. Technical Assistance provided	SCC policies	District Directors			
-	District Policies	DEP Regional Field			
		Representative			
E. Planning Assistance provided	SCC policies	District Directors			
	District Policies	DEP Regional Field			
		Representative			

Notes and Comments about future training needs and opportunities:

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