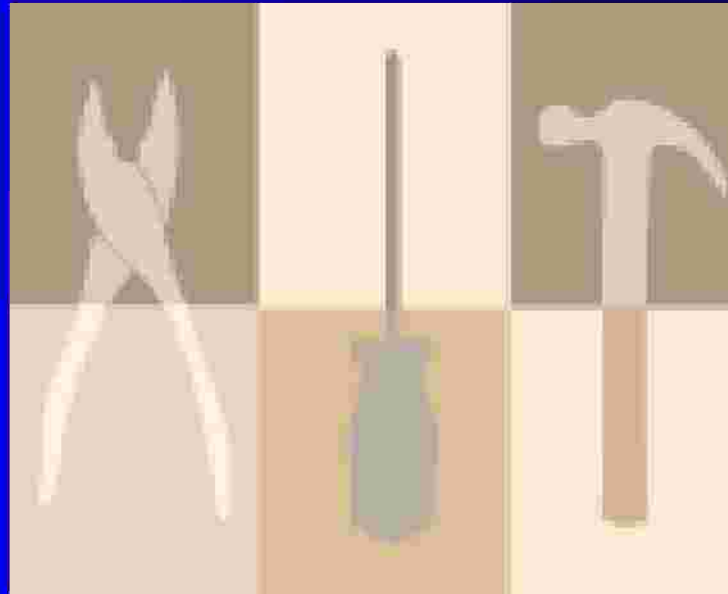


"Nuts and Bolts for District Managers"



Introduction



- | A Conservation District Manager is the primary “executive” for a conservation district.
- | The Manager reports directly to the President of the Board of Supervisors.
- | A District Manager’s role in administration of a conservation district is crucial for a vibrant, active district.
- | A District Manager is the key to implementing the District Long Range Program and Annual Plan of Work to conserve and protect natural resources.





COMMUNICATION



- | Initiates contacts with landowners and/or agencies and follows up on resource issues.
- | Presents ideas and information to the board and reports on district activities.
- | Initiates and implements a public information program through contacts, tours, newspaper, radio, television, newsletter, public appearances, schools and youth groups.



DUTIES: The District Manager

- | Is responsible for the management of all aspects of a district.
- | Maintains records and an accounting system; prepares correspondence & minutes
- | Submits all required reports on time as specified in the following calendar.



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FINANCIAL RESPONSIBILITIES

- | Identifies sources and makes recommendations to the board to secure operating funds
- | Coordinates requests for district assistance and grants with appropriate resource agencies.



PLANNING

- | Assesses conservation needs within the District and helps the board to incorporate the information into annual and long range plans
- | Keeps the district board informed of actions taken, trends in conservation work that are developing and issues which may be of interest to the district



PARTNERSHIPS



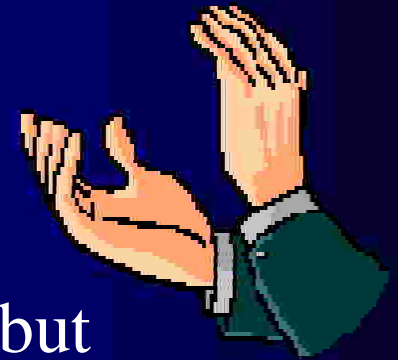
- | Maintains a cooperative relationship with natural resource agencies.
- | Coordinates district involvement and assistance in a variety of programs and activities with the NRCS District Conservationist, the State Conservation Board, CACD and others.

OTHER RESPONSIBILITIES

- | Responsible for proper maintenance and use of all district equipment and facilities
- | Is familiar with laws that affect conservation work within the district, especially the Soil Conservation Act
- | Conducts sales of trees, seed, and other equipment and supplies



In Summary,



- | A District Manager does not set policy, but implements the activities directed by the Board of Supervisors
- | District Managers play a critical role in determining conservation districts' success or failure
- | A positive working relationship between the District Manager and the Board of Supervisors makes a strong and productive conservation district!