

Douglas County Conservation District District Manager Position Description

INTRODUCTION

The District Manager performs various administrative, technical and oversight duties for the Douglas 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 the Division of Conservation, Kansas Department of Agriculture, county government, other agencies, organizations, and the general public.

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 Douglas County Conservation District.

PRINCIPAL DUTIES

1. Coordinates and explains District Programs, including but not limited to cost-share programs.
2. Work with Division of Conservation's (DOC) CSIM computer program to provide information to DOC.
3. Work with local landowners and Douglas County residents to inform about and implement conservation practices within the county.
4. Coordinate with other conservation districts to provide outreach to area residents.
5. Maintains district records, handbooks, manuals and guides according to established systems.
6. Prepares correspondence, reports and other materials.
7. Manage district social media and internet presence.
8. Utilizes technology to effectively collect, manage and disseminate information.
9. Provides oversight on all financial transactions and District business in both operations and enterprise areas.
10. Supervises and directs the work of District personnel; provides orientation and training for new employees; develops a yearly staffing needs inventory.
11. Provides oversight on district information and education program.
12. Coordinates annual meeting preparations.
13. Prepares information for monthly Board meeting.
14. Coordinates and works with NRCS personnel as needed and up to 50% of time if this is only district position on staff.
15. Prepare and present the budget to the Douglas County Commission.
16. Performs other related duties as assigned.

SUPERVISION

The District Manager is under the direct supervision of the District Board, the liaison for this supervision is the District Chairperson. This position independently carries out day-to-day work.

The District Manager supervises and directs the work of the Education Coordinator and all other District personnel. The District Manger provides Human Resources support for the Conservation Technician position.

The NRCS District Conservationist (DC) will provide support 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 technical support on all activities relative to those found in the Field Office Technical

Guide. NRCS representatives have no supervisory role related to the District Manager's position.

MINIMUM QUALIFICATIONS

1. High school diploma or GED certificate, college preferred.
2. Two years of experience in clerical, accounting and/or administrative work, with managerial experience preferred.
3. General knowledge of conservation practices.
4. General knowledge of farming practices.
5. Working knowledge of modern office equipment.
6. Working knowledge of computer software, including but not limited to Microsoft Office and QuickBooks.
7. Working knowledge of basic accounting and bookkeeping procedures.
8. Ability to communicate effectively, both verbally and in writing.
9. Ability to organize and plan work independently and without supervision.
10. Ability to effectively supervise team members.
11. Ability to work remotely from home if needed.
12. Ability to work without day-to-day supervision.
13. Valid driver's license.
14. Ability to pass a USDA Federal security background check.

If the requirements cannot be met, other experience, education and training indicating an applicant can demonstrate the capacity and willingness to meet the qualifications may be substituted.