





# JOB DESCRIPTION

## District Administrator

The District Administrator:

1. In cooperation with various federal, state, and local agencies, assesses the need for conservation work within the district and recommends actions and programs to meet these needs;
  2. Maintains a cooperative relationship with the District Conservationist as well as with all natural resource agencies within the district;
  3. Coordinates district involvement and assistance as requested by the District Conservationist and with all natural resource agencies within the district;
  4. Prepares a draft annual plan of work and proposed budget for review by the district board;
  5. Maintains adequate records and prepares various reports for submission;
  6. Identifies sources and recommends actions to the board to secure operating funds for the District;
  7. Identifies sources and recommends actions to the board to secure the needed personnel for district operations;
  8. Initiates and directs a public information program through individual contacts and other avenues;
  9. Compiles information to facilitate the decision-making and policy setting function of the district board, which includes keeping abreast of all federal, state and local laws that affect the conservation work within the District;
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11. Maintains accurate time and attendance reports and manages a monthly payroll for all district employees;
  12. Serves as receptionist to the district and NRCS office by answering phone calls and meeting the general public in a courteous and helpful manner;
  13. Maintains office supplies in sufficient quantities for office staff;
  14. Maintains records of district business transactions on a daily basis in a neat and orderly fashion subject to regular review by the district board or its designee;
  15. Prepares and presents a financial report at each board meeting, or as requested by the board of directors, in conjunction with the reporting of previous board meeting minutes;
  16. Collects payment of items for sale by the district office, identifies prospective opportunities for items that would benefit the district and compiles information for presentation to the district board;
  17. Completes the yearly registration of water wells and collects fees as directed by the respective agency and as approved by the district board;
  18. Types correspondence, a quarterly district newsletter, newspaper copy, and other reports and material necessary for the operation of the office in a timely, typo-free and grammatically correct manner;
  19. Serving as the building and property facilitator, identifies and recommends actions to the board of directors and fellow district team members necessary to maintain the appearance and cleanness of district resources, building, grounds and property;
  20. Supervises to maintain all work areas in a neat and orderly professional manner;
  21. Attends district board meetings regularly;
  22. As a non-supervised employee directly communicates with district directors on a continuing basis and
  23. Performs other duties as needed and as assigned by the district board to meet the goals and obligations of the District.

**Supervision**

The occupant of this position works independently of direct day-to-day supervision and is considered a team member with other non-supervised employees and is considered a team member with other non-supervised employees.

Policy and program direction is received from the district board.

**Performance Review**

The performance of each duty in this position will be evaluated against the requirements developed for the position. A formal review will be completed by the personnel committee of the district board on a yearly basis or as needed and will be discussed with the employee. The performance rating is an overall evaluation of the performance. It, along with available funding, will be the basis for any merit pay increases granted by the district board.

**Summary Statement**

All duties and actions taken by the incumbent of 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 District.