

Administrator's Position Description for the Phillips Conservation District

Job Title: District Administrator for the Phillips Conservation District (PCD).

Accountable to: Chairman of the PCD Board of Supervisors

Application Deadline: January 31, 2022

Salary: Dependent on qualifications.

General Position Description:

The Phillips Conservation District Administrator will serve as an advocate for improving natural resource conditions of Phillips County utilizing available technical, financial, and educational resources, and focusing or coordinating them to meet the needs of the local land user for conservation of soil, water, and related resources.

Status: The position is part-time, averaging 20 hours per week. Hours and days of work may vary according to the needs of the Phillips Conservation District and the employee, but it is preferable that work days be designated. The employee will serve a six month probationary period. Funding for this position is based in part on the availability of Administrative grant funds.

Office Location: Malta NRCS Field Office, USDA Building, 1120 Highway 191 So., Malta, MT 59538

Benefits: The employee is eligible to participate in the Public Employees Retirement System (PERS). A monthly healthcare stipend is provided, in lieu of healthcare insurance. The employee will accrue vacation and sick leave credits, which can be used after a 6 month probationary period. The employee receives holiday pay (prorated) for all State holidays.

Travel: The Administrator must have transportation, a valid driver's license and proof of vehicle liability insurance. Occasional travel to various Conservation District and related meetings is expected. The employee will be reimbursed for travel expenses and mileage at the State reimbursement rate.

Description of Duties:

- Notify the Phillips CD Supervisors, the NRCS liaison, Phillips County Extension, and the public of monthly District Meetings held the second Tuesday of each month at 1:00 p.m.
- Organize and edit all incoming information for Board meetings. Assist the Chairman in organizing meetings and developing agendas for PCD monthly meetings.
- Prepare monthly bills for the PCD for approval by Supervisors and makes timely deposits. Maintain District financial records, and track individual fund balances.

- Prepare financial reports, including a monthly balance sheet, for the PCD Board at monthly meetings.
- Responsible for recording, distribution, and filing of PCD monthly meeting minutes.
- Maintain time sheets and prepare payroll. Prepare quarterly reports for federal and state taxes, unemployment and worker's compensation.
- Maintain records of Supervisor's terms of office and election dates, and track Supervisor attendance at meetings for travel reimbursement.
- Prepare and submit grant applications as directed by the PCD Board, perform grant administration and reporting in accordance with grant rules and deadlines for the PCD.
- Prepare draft budget for approval of PCD Board prior to FY ending June 30.
- Assist the NRCS office staff by answering phone, greeting customers, relaying messages, etc. if so desired by the NRCS District Conservationist.
- Assist in long range planning process. Meet and coordinate the needs of the annual plan of operation as established by the Board.
- Participate in employee training opportunities.
- Administer the Natural Streambed and Land Preservation Act (S.B. 310) for the Conservation District by providing information and assistance with forms, receiving and reviewing applications, forwarding application to Montana Fish, Wildlife & Parks, scheduling team inspections, and maintaining an annual log of permit numbers and actions taken.
- Maintain an organized filing system.
- Solicit and assist with landowner orders for conservation trees and shrubs, keep record of orders and payments received, places orders with Nurseries and schedule delivery, sort orders, and arrange for landowner pickup.
- Responsible for tree planter and fabric layer rental, scheduling maintenance, and collecting rental fees.
- Maintaining a sufficient inventory of supplies for sale by the District, such as landowner maps and planting products.
- Participation in Milk River Watershed Alliance (MRWA) Quarterly meetings and events.

Communication and Outreach

- Serve as primary point of contact and liaison for the Phillips CD.
- Provide information and distribute educational materials relevant to the District, utilizing events such as Ag Day, Phillips County Fair, etc.
- Attend meetings with stakeholders and resource groups to inform, update and/or coordinate on PCD activities such as tours, and other educational events.
- Prepare articles for quarterly District newsletter, maintain updated mailing list, seek newsletter sponsors, coordinate layout, printing and distribution of the newsletter with publisher, and send copies to MACD for newsletter contest.
- Make preparations for functions such as banquets, awards, educational workshops, tours, etc.; provide for agenda, speakers, entertainment, location, equipment, educational materials, programs, door prizes, food and advertisement.

- Coordinate with schools for education events, contests, workshops, speakers, materials, grant opportunities, distribution of conservation trees, and equipment for natural resource research.
- Provide public information through media outlets on PCD activities, upcoming meetings, and opportunities for stakeholder participation and input.
- Attend and participate in Montana Association of Conservations Districts (MACD) Conventions, Area Meetings, and other events relevant to the District.
- Network with statewide Conservation Districts and CD partners such as MACD, MRWA, NRCS, MRCDC, DNRC, MSU Extension Service, BLM, and others.
- Establish and maintain an effective working relationship with co-workers, Supervisors, and the public.

Knowledge, Skills and Abilities: The Coordinator shall be proficient in the following:

- Oral and written communication skills.
- Ability to develop and maintain effective working relationships with fellow employees, Supervisors, and the public.
- Grant writing and contract administration skills.
- Computer use for word processing, spreadsheets, Power Point, and Quick Books.
- Ability to organize and present data.
- Self starter, ability to work independently.
- Maintain confidentiality.

Qualifications:

- High School diploma or above.
- Office experience including bookkeeping, records management, grant management and computer proficiency.
- Rural background is helpful.
- Knowledge of natural resource issues.

Terms of Employment:

The Administrator will be an employee of the Phillips Conservation District, and will serve a six-month probationary period.