

**Park Conservation District
Position Description
July 2021**

Position: District Administrator

Summary of Work: The district administrator conveys the conservation message through education, activities, required duties and projects sponsored by the district.

Accountable to: Chairman

Job Characteristics:

Nature of Work: This position performs administrative duties requiring attention to accuracy, timeliness, and adherence to regulations. Position serves as liaison between the district and the community. The administrator maintains confidentiality of sensitive information. Attends monthly district meetings and works occasional flexible hours. Position starts at 20 hours per week with the opportunity to build up to between 30 and 40 hours per week. The administrator attends and participates in workshops, seminars, and public meetings relating to business and interests of the district. The administrator performs essential bookkeeping, record keeping and secretarial duties for the district; participates in inter-office programs and projects as needed; and coordinates and collaborates with other employees.

Personal Contacts: As representative for the district, the administrator has first and continued contact with the public. The position requires interaction with other employees, watershed association participants, government agencies, daily interaction with NRCS employees and other building employees.

Supervision: The administrator takes direction from the board at monthly district meetings or as need in contact with a board member or direct supervisor.

Essential Functions: Position required abilities: communicate orally and in writing; maintain records, collect fees, understand the accounting system, read maps, take minutes, and travel as needed. Position is required to work directly from the office with the exception of field time and trainings/conferences.

Areas of Job Accountability and Performance:

Greets public, provides information and assistance, handles problems and concerns in a timely and friendly manner. Refers question to appropriate source. Maintains office in efficient order, answers phone and handles mail in cooperation with NRCS.

Monthly duties: organizes an agenda, and does the minutes for meetings, organizes information, financial reports and paid invoices for meetings as required. Updates website monthly. Attends to the requirements set forth by sponsored organizations or PCD sponsored projects.

Updates the Annual Work Plan in cooperation with District Board. Submits an Annual Report of District activities to the Board

Completes the Annual Montana Department of Administration Financial Report. Submits all federal and state quarterly payroll reports as required. Completes and submits annual W-2 and 1099 forms as required by state and federal law. Writes and submits grant applications, tract grants, writes and submits reports as required in grant contracts. Tracks and reimburses supervisor expenses. Completes calculations for and submits county levy request. Tracts district equipment.

Invoices annual fee for reserved water holders and obtains annual reports, submits DNRC annual report for Park Water Reservations. Assists with new water reservations and tracks completion dates for water reservation projects.

The District acts as fiscal agent for the Upper Yellowstone Watershed Group (UYWG) and Shields Valley Watershed Group (SVWG). With that, the District Administrator is responsible for assisting and supporting the Watershed Coordinator as needed.

Understands and administers the Natural Streambed and Land Preservation Act (310 Law). Provides permit information and assists with forms. Receives and reviews applications. Schedules 310 inspections, presents applications at Board meetings and follows through with necessary correspondence. Confers with board as needed.

Position requirements:

Knowledge: This position requires a knowledge of basic conservation practices and resources; knowledge of grant writing and grant tracking, basic office skills and accounting procedures.

Abilities: This position requires the ability to: work independently, assist in the field, be organized, be self-motivated, work independently, prioritize tasks, maintain confidentiality, maintain accurate records, communicate effectively, follow verbal

and written instruction, establish effective working relationships with fellow employees, supervisors and the public.

QuickBooks and payroll processing knowledge is a plus.

Job Performance Standards:

The employee's performance of this position based primarily upon the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

Performs assigned duties

Understands and promotes conservation district objectives

Competently receives and processed 310 stream permits

Competently prepares agenda and takes minutes at meetings

Accurately and in a timely manner submits reports

Maintains records, grants and personnel files

Attends training sessions and meetings as agreed

Deals tactfully and courteously with the public

Observes work hours and demonstrates punctuality

Establishes and maintains effective working relationships with fellow employees, supervisors and the public