

# Granite Conservation District

## Job Description

**POSITION:** District Administrator

**ACCOUNTABLE TO:** Board of Supervisors

**POSITION DESCRIPTION:** The District Administrator is responsible for managing operational activities of the Granite Conservation District (GCD). The position is a part time position with an average of 20 hours of work required per week. The office location for this position is 105 South Holland in Philipsburg, Montana. Annual Leave, Sick Leave and federal holidays are paid at the standard rate according to state regulations. The District Administrator serves as the primary contact for GCD regarding administration of all programs and activities, outreach and assistance, accounting, reception, and customer service as outlined below.

**Nature of Work:** The District Administrator serves as liaison between the Board of Supervisors and the community and other agencies and governmental entities. The Administrator performs administrative duties requiring attention to accuracy, timeliness, the need for confidentiality, and adherence to regulations. The Administrator organizes and attends monthly Board meetings as well as other events or meetings at the discretion of the Board.

**Personal Contacts:** The District Administrator will foster and maintain good working relations with Board members and conservation partners such as federal, state, and local agencies, nonprofit entities, and landowners within the county.

**Supervision Received:** The District Administrator works with little direct supervision. The Board of Supervisors provides general guidance regarding program administration and workload.

**Essential Functions:** The District Administrator must dispatch all daily operations in a timely and professional manner; be able to write and manage federal, state, and local grants for a variety of projects; administer all existing education, outreach and informational programs; develop and implement new programs with oversight of the GCD Board. The Administrator shall perform all fiscal functions for the District, including in-house bookkeeping, compilation of the budget, and financial reports. The Administrator is responsible for processing and issuing Montana Natural Streambed and Land Preservation Act 310 permits according to established procedures and the laws of the State of Montana. The Administrator may represent the District at a variety of local and state meetings and conferences. The Administrator organizes and executes workshops, public meetings, and other events pertaining to GCD. The Administrator is responsible for assisting and supporting the Granite Headwaters Watershed Group (GHWG) Coordinator as needed.

**Job Requirements:** The District Administrator position requires specific knowledge, skills, and abilities for the incumbent to be successful. The following

paragraphs describe key requirements of the job.

The District Administrator must effectively work with diverse groups of people on natural resource and agricultural issues. The ability to deal tactfully and professionally with both peers and the public is essential; as is observing regular office hours, wearing appropriate attire and responding promptly to requests for assistance or information.

The District Administrator is responsible for maintaining general office functions, bookkeeping, grant writing and management and compiling reports. Experience with Microsoft Office, Microsoft Excel, and QuickBooks is essential. Experience with Power Point, Microsoft Publisher, website maintenance, and other software programs is desirable. Experience with Arc GIS would be beneficial.

The District Administrator is responsible for handling public funds, other monies and confidential information. \*Background checks and personal information such as fingerprints may be required to meet bonding requirements and access to secure computer networks.

The District Administrator will often work independently requiring self-motivation and the ability to resolve most technical and operational difficulties. The abilities to be well organized, self-directed, and prioritize quickly and effectively following written and oral instruction is essential in carrying out the duties of the position.

The District Administrator must have a personal vehicle as occasional use of a personal vehicle will be required with mileage reimbursement. A valid Montana State driver's license and maintenance of a clear driving record is also required.

The District Administrator will serve as Recorder for monthly Board of Supervisor Meetings. Must be able to attend occasional evening and weekend meetings, and accomplish miscellaneous other duties as identified in the current work plan, or as assigned by the Board of Supervisors.

Granite Conservation District prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program.