

## **DISTRICT MANAGER**

### **Riley County Conservation District**

Under provisions set forth in Kansas Conservation District Law, the Riley County Conservation District (RCCD) Board of Supervisors may select and employ a **District Manager**. This will be the sole employee of RCCD.

#### **Nature of the Work**

The District Manager performs various professional and administrative duties for the Riley County Conservation District, carries out policies and operates within the guidelines set by the Board of Supervisors and various state and federal programs. Work includes development of budgets, work plans, cost share program management, writing grants and contracting for professional services, educational programs, and promoting the conservation / wise use of our natural resources to the public. The District Manager provides day-to-day coordination of all activities, and serves as the District's representative to other agencies, organizations, and the general public. The Manager also provides support to the USDA Natural Resources Conservation Service staff / Manhattan Field Office per an intergovernmental operating agreement. Work is performed with considerable latitude for independent judgment and action within policy limits. The Manager is accountable to the District Board of Supervisors through regular meetings and other communication as appropriate.

#### **Essential Duties**

Works with Board to develop annual county and state budgets, work plans and priorities, organizes work around those priorities within available resources and completes the work. Reviews/updates long and short-range plans, anticipates District's needs, issues, problems, and opportunities and brings to Board in timely fashion. Prepares agenda memos, financial reports and pay requests for Board action, and contracts and manages the work of consultants as needed. Manages the District's finances – multiple bank accounts, seed and other sales, drill rental, payroll, federal and state taxes, contracts, program payments, monthly reports to Board and annual audits and reports. Develops annual cost share programs with promotion, signup, contracting, payment, and reporting - closely coordinated with NRCS and may require some field work. Participates in regional conservation efforts such as WRAPS and KAWS. Manages the office for District and NRCS partners, provides excellent customer service, assistance, and referrals to a wide variety of programs. Maintains District's equipment and develops plans for and maintains District's 80-acre conservation farm for a variety of educational activities. Organizes District's annual business meeting with elections, conservation awards, solicits support from sponsors and related work. Participates in remote educational activities with various partners - Envirothon, Kids' Ag Day, and/or other events as determined – including evening and weekend duties. Gathers information, writes and publishes newsletters, maintains District's website and coordinates with area news media. Reviews and responds to development proposals from agencies and participates in local planning efforts such as land use or Wildcat

Creek flooding as directed. Develops and maintains positive relations with many outside agencies and partners, and represents the District and its conservation mission. Manages office, phones, mail, greets visitors, provides, or generates maps and other information as requested, coordinates with partners, and maintains accurate records of District's interests, contracts, activities, and history.

### **Other Duties and Responsibilities**

Pursues grants / additional funding for cost share and educational programs and solicits support from banks and others sponsors for conservation awards, contests, and similar efforts. Arranges volunteers for projects / walks at the District's farm and other community events that promote conservation. May lay out buffers or other work in the field, GPS and download to computer, generate maps and contracts. Supervises consultants and contractors as appropriate and would supervise other employees if added in the future.

Setting up for / attending monthly evening Board meetings is required, along with weekend events and other meetings where the District has an interest. Occasional overnight travel will be required to attend various meetings, seminars, and workshops. Outdoor work includes assisting with drill rental, seed sales, mowing, weeding, and building maintenance at District's farm and related work.

### **Desirable Knowledge, Skills and Abilities**

Strong organizational, verbal, and written communication skills are a must - to plan, budget and perform the District's work with periodic review / direction from the Board of Supervisors. Demonstrated competency in organizing program and office duties into a plan, estimating time and cost of same, completing tasks on time and within budget, and keeping Board members informed and involved as appropriate. Basic computer office and accounting skills are required for employment, and further specific skills for this position must be learned quickly. Ability to balance multiple projects and responsibilities at one time, to develop accurate reports – including financial reports and pay requests, agenda memos and other documents which communicate clearly and accurately. Proven abilities in establishing and maintaining effective working relationships with fellow office staff, landowners, contractors, consultants, and the public; speaking and writing clearly, concisely, and accurately, creativity and concentration in developing plans and programs and following through to successful completion. Initiative and discipline – a self starter who generally determines the work approach without regular supervision or direction. Ability to read maps and aerial photos, to find property locations by Section, Township and Range, identify watersheds and similar, or to quickly learn these skills. Interest and ability in delivering educational programs to a variety of audiences through different media and techniques.

## **Materials and Equipment Used**

Operates general office equipment including telephones, computers, printers, scanners, copiers and related. Regularly works with aerial photos, maps, and files – both paper and digital. Assists customers with seed pickup and drill rental and demonstrates stream and soil tunnel trailers and other specialized equipment. Operates motor vehicle to attend meetings, to District farm for maintenance work, and needs own vehicle for these purposes. Operates hand and power tools for grounds and building maintenance including gas-powered push lawnmower and DR trimmer, pruning saw and similar. Uses digital camera in office and in field, plus hardware and software for download and editing, computers, and projectors for presentations and similar. May occasionally use GPS or other surveying equipment in the field.

## **Working Environment/Physical Requirements**

Working conditions vary by priority and type of work. On average, approximately eighty percent of time is spent in an office or meeting/conference environment, with the remainder driving, in the field, outside the office working with seed, drills or other equipment, at District's farm (spring through fall) cutting/spraying trees, weeding, pruning, mowing, repairing and cleaning buildings, fixing fence or related work, demonstrating stream or soil tunnel trailer at educational events, hosting booth at garden show or similar activities. Position requires appropriate health plus willingness and ability to work outdoors in a variety of settings, sufficient strength, flexibility and mobility to travel to sites and other offices and locations, to safely operate a motor vehicle, to hike over uneven terrain, bend, lift and operate hand and power equipment to perform the tasks above and related work. The employee must maintain physical health and condition necessary to perform these duties for continued employment. Some work and driving will occur during inclement weather, and in extremes of heat or cold. Summer maintenance work at the District's farm is quite often performed in hot weather.

## **Education, Experience and Formal Training**

Graduation from high school, strong organizational and verbal/written communication skills, excellent teamwork and people skills, office management experience, proficiency in MS Office applications and basic accounting are the minimum requirements. Coursework or graduation from college, technical college or university is desirable – in agronomy, education, planning, natural resources or similar, as is a farm, ranch, or construction background. Knowledge of District operations, GPS, GIS, ability to read maps and aerial photos, estimate construction costs, digital photography and editing, newsletter or website layout, QuickBooks accounting program and similar would be helpful – or must be learned quickly.

## **Other Requirements**

Must possess a valid Kansas Driver's License and maintain a safe driving record for continued employment. As a partner with federal agencies, background investigations including fingerprinting are required in order to access networked USDA computers and programs.