

McCone Conservation District

Position Description

POSITION: District Administrator

ACCOUNTABLE TO: Board of Supervisors

OVERALL ASPECT OF THE POSITION: This position is intended to provide clerical support to the MCD Board of Supervisors and administration of the Conservation District in implementation of the District's annual work plan.

JOB CHARACTERISTICS:

Nature of Work: The administrator performs necessary administrative duties requiring attention to accuracy, timeliness, and adherence to regulations. The administrator serves as liaison between the District and the community, other agencies, and maintains confidentiality of sensitive information. The administrator attends monthly Board meetings, recording and transcribing the minutes, and attends other pertinent meetings as necessary or required, and at the Board's discretion.

Personal Contacts: The administrator will foster and maintain good working relations with Board members and our conservation partners such as federal, state, and local agencies and landowners in the county.

Supervision Received: The administrator works with little or no supervision; however, the Board of Supervisors provide general supervision.

Essential Functions: The administrator must have the ability to communicate effectively both in writing and orally, 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, and administer all existing education and information programs on a county-wide basis, and develop and implement new programs. The administrator shall perform fiscal functions for the District, including all in-house bookkeeping and payroll, budgeting, and financial reporting. The administrator may represent the District at a variety of local and state meetings and conferences, and organize and execute workshops, public meetings, and other events. The administrator is responsible for the writing, layout, editing and publishing of the monthly newsletter. Applicant must have valid Montana driver's license and a clear driving record.

JOB REQUIREMENTS:

Knowledge, Skills, and Abilities: This position requires experience in working with Boards, and some knowledge of the natural resources and/or the agriculture industry, general office functions and bookkeeping. At least two years' experience with QuickBooks is desirable. In addition, experience with Microsoft Office, Microsoft Publisher, and Power Point is essential. Working knowledge of website design and maintenance helpful. This position requires positive customer service, knowledge of office equipment and public relation skills.

This position requires the ability to work well with individuals, organizations, agencies, and other entities that interact with the District. The successful candidate will be highly organized and able to prioritize quickly and effectively and follow written and oral instruction.

JOB ACCOUNTABILITY AND PERFORMANCE:

Job Knowledge and abilities: The administrator must demonstrate the knowledge, skills, and abilities necessary to perform work satisfactorily and will be evaluated on items included with, but not limited to, those listed below:

1. Performs all daily operations for the District including telephone work, filing, report preparation, and correspondence.
2. Provides information and resolves problems and concerns in a timely, professional manner.
3. Edits all incoming information for Board meetings and notices the meetings; prepares the agenda and meeting room, records, transcribes, and distributes the minutes to the appropriate persons; discharges required follow up duties.
4. Assembles financial data, prepares reports, and assists in the preparation of an annual budget; primarily responsible for in-house bookkeeping functions relating to payroll, accounts payable, accounts receivable, and petty cash, including but not limited to preparing monthly reports.
5. Administers any District education and information programs with input and direction from the Board of Supervisors.
6. Primarily responsible for all District owned rental equipment. Prepares contracts, statements, maintains accounts receivable records and arranges for all repair needs.
7. Primarily responsible for the District tree program. Meets with customers, sells trees, prepares statements, and maintains accounts receivable records.
8. Ability to write and track grants for the Districts for any and all projects.
9. Primarily responsible for the writing, publication, layout and editing of the District's monthly newsletter.
10. Attends training sessions, workshops, tours, and conventions, meetings, etc., as necessary and as directed by the Board of Supervisors.
11. Provides clerical support to the Board of Supervisors.
12. Performs other general secretarial/clerical duties as may be necessary.
13. Must have valid Montana driver's license and a clear driving record.
14. Other duties as assigned by Board of Supervisors as dictated by the work plan

Job Performance: Evaluations of this position will be based primarily upon performance of the subsequent requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

1. Performs assigned duties
2. Adheres to the Laws of the State of Montana relative to conservation districts
3. Competently prepares agenda and records, transcripts, and distributes District meeting minutes.
4. Accurately maintains data and information on the computer
5. Accurately and in a timely manner prepares and emails monthly newsletter
6. Competently administers grants and maintains associated records
7. Maintains accurate billing and bookkeeping records
8. Attends training sessions as directed by the Board
9. Prepares and submits accurate and timely reports as requested as or necessary
10. Observes work hours and demonstrates punctuality and professionalism
11. Establishes and maintains effective working relationships with fellow employees, supervisors and the public.