

LARAMIE COUNTY CONSERVATION DISTRICT

DISTRICT MANAGER

EXEMPT

POSITION DESCRIPTION

INTRODUCTION:

The District Manager is an employee of and is responsible to the Laramie County Conservation District Board of Supervisors to achieve the goals and objectives of the Conservation District. The District Manager is responsible for the day-to-day management functions of the district and the coordination, organization and timelines of meeting all district goals.

All programs and information developed by the District Manager are the sole property of the Laramie County Conservation District. Employment is at the discretion of the Laramie County Conservation District Board of Supervisors. The Manager shall possess a current driver's license and be insurable under the District's insurance policy.

PRINCIPLE DUTIES:

1. Oversees all district programs and directs the work of district personnel to ensure annual and long-range goals are being met.
2. Works with the Board of Supervisors to complete annual evaluations of all employees. Facilitates employee disputes and reports unresolved concerns to the Personnel Liaison. Maintains confidential employee personnel files. Attends executive sessions. Documents employee performance for board of supervisors, as needed
3. Organizes and leads district staff meetings to ensure goals are being completed.
4. Approves each staff member's leave requests. Approves all compensatory time requests.
5. Assists Board of Supervisors with recruitment and hiring of district employees. Completes orientation to familiarize new employees with District policies and procedures. Identifies sources and recommends actions to the board to secure the needed personnel for district operations. Completes staffing needs inventory, as required.
6. Reviews and updates the District's policy book and position descriptions for Board of Supervisor's approval on an annual basis.
7. Assesses the need for conservation work within the district in cooperation with various federal, state and local agencies. Recommends actions and programs to the board to meet these needs. Maintains a cooperative working relationship with all natural resource agencies operating within the district.

8. Identifies sources and recommends actions to the board to secure operating funds for the district. Administers district grants, donations and agreements and coordinates with staff to keep them informed of status of grants.
9. Develops and administers district's annual budget. Approve and signs all monthly accounts payable.
10. Ensures the proper maintenance and use of all district equipment and facilities.
11. Coordinates requests for district assistance with the NRCS district conservationist and other appropriate resource agencies.
12. Monitors and informs the Board of Supervisors of local state and national legislative issues that affect conservation districts. Contacts public officials on the Board of Supervisor's position of these issues. Organizes the annual Legislative event, as needed.
13. Researches new technologies or methods for conservation practices and provide opportunity for staff to attend such trainings if it applies to the work duties or continual education of the staff.
14. Keeps District Board of Supervisors informed of issues which the District may have an interest in. Compiles background information to facilitate the decision-making and policy-setting function of the District Board of Supervisors.
15. Prepares and compiles materials for the monthly Board of Supervisors meetings, including agendas, correspondence and other information.
16. Develops, with input from staff members, the District's Annual Plan of Work, Annual Report and Long Range Plan to present to Board of Supervisors for approval.
17. Attends monthly District Board meetings. Attends annual state convention and Area Meeting.
18. Responsible for management of the building and property owned by the district.

SUPERVISION:

1. The Laramie County Conservation District Board of Supervisors will establish priorities.
2. Supervision will be under the direction of the Board of Supervisors.

EVALUATIONS:

Your performance of each duty in this position will be evaluated against the requirements developed for your position. Evaluation of performance will be conducted annually by the Board of Supervisors.

NOTE: Job descriptions are subject to frequent change based on priorities set by the Board of Supervisors.

***THE LARAMIE COUNTY CONSERVATION DISTRICT
IS AN EQUAL OPPORTUNITY EMPLOYER.***