

POSITION DESCRIPTION

District Program Administrator/Information Specialist
_____ Soil & Water Conservation District

POSITION SUMMARY

The incumbent provides administrative and program information/implementation support to the _____ County Soil and Water Conservation District Supervisors in carrying out the District's program in conformance with the purpose of the District as defined in the Indiana District Law (IC 14-32) This professional position requires skills and experience in program development, administration, communications and financial management. The incumbent must have previous training and/or work experience in production agriculture and general knowledge about soil, water and related natural resources management. The incumbent must be very open to hands on training and mentoring by other conservation partners in order to develop an in depth understanding of soil and water conservation practices as well as conservation programs available to assist landusers in conserving soil, water and related natural resources.

PRIMARY RESPONSIBILITIES

1. ADMINISTRATION/PROGRAM DEVELOPMENT/INFORMATION DELIVERY

- a. Serves as the day to day voice and face of the district to the public who enter the office, or call for information and/or assistance.
- b. Responds to telephone calls and walk-in requests for assistance and/or directs the requests to the appropriate SWCD, NRCS or ISDA personnel for assistance. Assists partnership staff in servicing assistance requests as time permits.
- c. Serves as the fiscal officer for receiving and disbursed district funds according to guidelines in the District Operations Manual and the Indiana State Board of Account's Uniform Accounting Guide
- d. Assures that a monthly written financial report is prepared for the Supervisors' review and approval. The report includes beginning and ending balances of all accounts, all receipts and disbursements, claims for approval, and status of all investments.
- e. Works with the District Finance Committee to draft an annual program budget.
- f. Assists the District chairperson in planning and conducting monthly board meetings.
- g. Assists the Supervisors in planning and conducting the District's Annual Meeting.
- h. Assists the Supervisors in developing their 3-5 year business plan, annual plan of action and publishing a report on the District's mission, priority resource concerns, goals, planned actions and accomplishments.
- i. Assists District Supervisors in developing closer working relationships with local units of government as well as local, state and federal elected officials.
- j. Prepares grant applications and other funding proposals as opportunities arise to enhance the District's program and/or accelerate the application of best management practices and technologies to improve soil and water quality and related natural resources in the county.
- k. Serves as the day-to-day administrator of district conservation program grants received.
- l. Provide information and education about conservation practices and technologies that help reduce erosion and improve water quality as well as the conservation programs and personnel available to provide technical and financial assistance to implement them...
- m. Maintains close working relationship with personnel from NRCS, ISDA, IDNR, CES, FSA and local agricultural and conservation organizations to capitalize on opportunities for joint efforts to inform and assist landusers in the conservation of soil, water and related natural resources.
- n. Prepares and distribute District newsletter, information brochures, event fliers, etc.
- o. Utilizes news releases, radio and TV interviews to promote the District's mission and programs.
- p. Presents programs to key county groups about the District's mission, programs and accomplishments. (*i.e. civic clubs, farm organizations, conservation organization,.*)
- q. Helps arrange technical tours, field days, or winter workshops for landusers interested in improving soil, water and related natural resources.
- r. Performs other duties as requested by the District Supervisors.

