

**OKLAHOMA  
CONSERVATION DISTRICT DIRECTOR  
POSITION DESCRIPTION**

**POSITION OVERVIEW:**

A member of the Board of Directors of a Conservation District has the responsibility for assuring that Conservation District policies and practices enhance natural resources in his/her district. This requires the identification of local natural resource needs and issues, development of management strategies, development and setting of local policy, and coordination of local, state and federal resources.

The position requires an individual to be familiar with the district's resources; generally acquainted with the people and resource conservation problems of the district and sufficiently concerned to search for and provide solutions to these problems assuring that Conservation District policies and practices enhance natural resources in his/her district.

**SPECIFIC DIRECTOR RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Be familiar with the Conservation District Act (Oklahoma Statutes, Title 27A, Section 3-1-101, following). Know the powers, authorities, responsibilities, and limitations placed upon you by the law.
- Attend all regular and special meetings of the district board.
- Accept the responsibilities of any office to which you are appointed within the district board.
- You should serve on committees and present reports on their accomplishments and activities.
- Accept responsibility for assuring the actions and policies of the district and its employees remain within the limitations of the Conservation District Act.
- Set local policy to reflect the balanced need of the Community you represent.
- Act as the conservation district representative in communicating district action, policy, etc. to your local community.
- Develop, set and implement personnel policy and accept responsibility for the hiring and supervision of district staff.
- Be responsible and active in managing district personnel, including conducting annual employee evaluations and encouraging staff development.
- Pursue and attend trainings and field days to keep up-to-date and informed on current issues.
- Help to enroll landowners as cooperators with the district.
- Attend state and national conservation district meetings and other meetings on behalf of the district to stay current with conservation issues and programs. When attending meetings on

behalf of your district, make an effort to represent the feeling of your board as a whole, not just your personal feelings.

- Pursue every avenue for additional funding to support district programs and initiatives.
- Stay informed on conservation issues in your district and be familiar with all laws, policies, and programs important to your district.
- Develop a working relationship with county commissioners, state and national legislators, agency officials, local municipal and county officials, and representatives of organizations which do or could cooperate with the conservation district.
- Be thoroughly familiar with district programs and activities.
- Be positive, innovative, and action-oriented.
- Develop an annual budget, assure fiscal responsibility and provide financial statements.
- Ensure that confidential information shared and discussed in executive session remains confidential.

**POSITION REQUIREMENTS:**

All elected and appointed public officials are required by law to be registered voters within the boundaries of the district. They must also be a cooperator with the district or have filed to be a cooperator.

Individuals should be familiar with natural resource issues, policies, needs and programs relative to the local area. Individuals should also be capable of attending regular and special meetings of the district board under normal circumstances and locations.

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*I have read and understand the position description of a conservation district director:*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Date*

*ATTEST:*

\_\_\_\_\_  
*District Board of Directors Chair*

\_\_\_\_\_  
*Date*