

Nowata County Conservation District

District Manager

Position Description

Responsibilities of this position encompass all aspects of the district's daily business, including clerical work, receptionist, accounting, board meetings, conservation knowledge and education, cost share program administration, payroll, taxes, and familiarity with local conservation issues affecting the agriculture industry and urban areas within the district. The district manager is supervised by the board of directors and one director (generally the Chairman) is designated as the day-to-day contact for the manager. Performance evaluations will be based upon standards of performance established for each major job duty listed below and other work components. Additional duties not specifically listed here may be assigned on an as needed basis. The Oklahoma Conservation Commission (OCC) has basic work requirements; this job description is written specifically for, and is a policy of, the Nowata County Conservation District and incorporates those basic work requirements along with specific work requirements for the district.

CLERICAL: Provide Receptionist and Secretarial Services

Job Duties and Responsibilities

- answer the phone, take messages, and prepare correspondence
- maintain paper and digital files of all important documents
- order office and janitorial supplies
- effectively use and provide basic technical support for the district's computers, printers, copy machine, phones, and other office equipment
- answer producers' questions and respond to their concerns and, when necessary if unable to research and provide a solution, refer them to another source for answers if needed
- provide information about district programs and activities, products and custom work, basic USDA services, and other inquiries
- receive district mail (paper and electronic) and take necessary action, including distribution to board members or other agencies
- assist NRCS staff by providing administrative support as needed and based upon the local operational agreement, as well as guidance from the district board of directors
- serve as office notary

Performance Standards

- The district manager performs the clerical duties as defined above. The manager provides assistance to customers over the phone, via email, and in the office; treating them with courtesy, respect and in a professional manner. If unable to meet the customer's needs, the manager will refer them to another source to provide the requested assistance.
- If there is a problem with a customer that the employee cannot resolve, the point-of-contact board member will be informed immediately.
- Correspondence is prepared in the correct and business professional format, in a timely manner, free of misspelled words, and with no or minimal mistakes.
- Supplies are maintained and well organized. The manager will inform the district board of problems with office equipment or the need for new equipment.
- Notary is kept current.
- Secretarial assistance is provided to NRCS with the same high standards as expected with district work.

BOARD MEETINGS: Assist Board of Directors with Meetings

Job Duties and Responsibilities

- file meeting notices and other documents with the county clerk's office as required
- prepare and mail appropriate materials to board members prior to meetings
- work with the board chairman to prepare and post agendas according to Open Meeting Act
- maintain an active file of correspondence and other items for development of monthly meeting agendas
- prepare financial statements and organize materials for board review at meetings
- keep the district chairman advised of any issues needing board attention
- take minutes at meetings, type the minutes, and follow established guidelines for minute distribution
- stay informed on Open Meeting Act and Open Record Act requirements and adhere to all act requirements
- make a report of monthly activities at board meetings
- maintain a board meeting minute book as a matter of public record
- completed minutes packet is emailed to the Area District Coordinator within 5 business days following the meeting in which they were approved

Performance Standards

- Materials needed by board members prior to meetings are distributed timely and are well organized.
- The manager works with the district board as needed to develop agendas that include all necessary items, then assists the chairman in making make sure all action items are completed and meetings flow efficiently.
- Documents and meetings are compliant with all Open Meeting Act and Open Record Act rules.
- The manager is aware of all OCC requirements; documentation is kept in an organized manner to assure board action and report completion prior to deadlines.
- Accurate and complete minutes are taken at meetings, typed, distributed according to a set schedule, and are readily available for public viewing.

COST-SHARE PROGRAM: Administration of Local Conservation Cost Share Program

Job Duties and Responsibilities

- advertise the program to promote maximum participation
- assist board with practice selection, ranking systems, and other program decisions
- prepare and distribute application packets
- accept applications and facilitate the ranking process
- maintain files on all applicants, including keeping concise notes
- coordinate with NRCS personnel on annual Locally Led survey and meeting, schedule and assist with project site inspections, and help communicate practice specifications
- assist participants with completion of all required documents
- calculate payment amounts, submits claims to the OCC, and promptly pay participants after reimbursement funds are received
- keep an allocation log and submit required reports to the OCC

Performance Standards

- Administers the Oklahoma Cost Share Program, working closely with participants and NRCS technical staff throughout the project.

- Signup periods are well publicized so that all producers have maximum opportunity to participate.
- Quality assistance is provided to participants during all phases of the cost share program; when completing applications, during the contract period, and any needed follow-up.
- Any complaints or problems are handled immediately and in a professional manner. If issues cannot be resolved, they will be brought to the district board for action.
- Complete and accurate records are kept for each participant, and OCC reports are compliant with deadlines.

CONSERVATION EDUCATION: Coordinate Educational Activities

Job Duties and Responsibilities

- work alone or with others to plan educational opportunities for all ages, including activities and opportunities for continued board and employee education
- give presentations at schools, civic clubs, and other organizational events
- provide educational materials to schools and students
- hold essay, speech, and poster contests
- assist with area and state events as needed
- prepare news articles and social media posts to promote conservation programs

Performance Standards

- Carries out effective conservation education programs in coordination with district staff, board members, and other agencies.
- When working with others during educational events is professional, presents a good image, and works to develop good relationships.
- Presentations are high quality, well organized, and informative.
- Materials prepared are appropriate for the targeted audiences.
- Works with staff and other agencies as applicable to make recommendations to the board on which activities the district should support, promote, and/or participate in.

FINANCIAL RECORDS AND REPORTS: Maintain District Financial Records

Job Duties and Responsibilities

- use Excel, Quickbooks, or other financial software for all accounting processes
- pass a background check and be bonded
- obtains all necessary permits (sales tax and seed sales)
- tracks equipment rental/seed sale income/expenses
- prepare checks for signature, make deposits, pay bills, receive payments, track and pay sales tax
- file claims with the OCC and maintain a ledger for the district's fund allocations
- scan and file accounts payable invoices and accounts receivable documents; provide for board review or public inquiry
- organize and submit financial documents to auditor each year
- prepares and distributes 1099s to cost share participants
- maintain a listing of all assets: real estate property, equipment, tools, etc.

Performance Standards

- The district manager maintains accurate financial records for income and expenses, as well as tracking of OCC allocations.
- The manager records transactions on a regular basis to maintain a current balances, makes prompt payments to vendors, and provides documents to auditor as required.

- Claims are prepared correctly and submitted to the OCC in a timely manner.
- Financial statements presented at board meetings are accurate, complete, current, and easy to read.
- Receipts and backup materials for expenditures are available for board review.

PAYROLL REPORTS: Prepare Payroll, Taxes, Time and Leave Records

Job Duties and Responsibilities

- maintain payroll files; including completed timesheets, payroll worksheets, and leave reports for all district employees, and NRCS Performance Worksheets
- calculate payroll deductions, prepare OCC forms, and write monthly paychecks
- sets up and uses an ID.me account for federal tax filings via IRIS and BSO
- report and pay federal and state income tax, unemployment compensation, and social security withholding
- prepare yearly W-2s and 1099s for employee wages and contract labor
- timely submit pre-claim payments and claims for reimbursement to OCC with proper documentation

Performance Standards

- The manager keeps time, payroll, and NRCS assistance records that are accurate and up to date.
- Payroll worksheets, paychecks, and summaries are calculated correctly, with the paper and digital copies retained for auditing purposes and public record.
- OCC payroll and human resource forms are prepared, submitted, and retained in personnel files as required.
- Pre-claims for retirement and benefits, as well as claims for salary reimbursement, are submitted according to OCC policy and deadlines.
- All tax documents are prepared correctly; all tax payments are made timely.

SMALL UPSTREAM FLOOD CONTROL PROGRAM: Coordinates Watershed Activities

Job Duties and Responsibilities

- complete inspections on time annually
- submit requests for Operation & Maintenance to be performed
- work with the OCC Conservation Programs division to facilitate O&M and repairs and to address any concerns that may arise
- check and clear OKIE 811 tickets as required by law
- maintain files on watershed sites, including keeping concise notes
- keep board informed of any concerns or changes on any site
- work with landowners to address any concerns or complaints

Performance Standards

- Annual inspections are completed on time each year
- O&M is requested and performed as needed to keep each site operating optimally
- All OKIE 811 tickets are addressed and cleared in the required timeframe and manner
- Any complaints or problems are handled immediately and in a professional manner. Issues should be brought to the attention of the district board immediately; with OCC assistance being requested if needed.
- Complete and accurate records are kept for each watershed site, and OCC reports are compliant with deadlines.

GENERAL MANAGEMENT: Supervise District's Business Operations

Job Duties and Responsibilities

- must be able to work independently, but also work as a team with co-workers, board members, and staff from other agencies to carry out farm bill administration, daily operations, and special projects (locally led meetings, custom work, etc.)
- cooperate with other agencies to help producers have relevant information about other assistance opportunities
- coordinate, monitor, and serve as the primary point of contact for contractors; manage the contractor bid and selection process
- utilize the online System for Award Management (sam.gov) for USDA contractors to receive building lease payments
- serve as the primary point of contact for agency tenants in leased space
- have general knowledge of all products and services offered by the district
- schedule equipment rentals as needed, tracks maintenance, and coordinates repairs as needed
- maintain list of seed dealers & order seed as needed for customers
- schedule professional services for repair and maintenance of the district owned property as needed; ensure the board of directors are informed of problems with buildings or equipment
- take the lead in working with board and staff members to assemble the Joint Plan of Operations, Annual Report, Long-Range Plan, and other reports
- attend trainings, field days, webinars, and other education/networking opportunities to advance performance capabilities and further the mission of the district

Performance Standards

- The manager takes the lead in all district operations: provide equipment rental and seed sales information to customers, coordinates contractors, cooperates with other employees, board members, USDA personnel, and others to maintain teamwork in carrying out conservation programs; and projects a positive image for the district, NRCS, and OCC.
- Work is done independently in an effective and efficient manner, with tasks and activities prioritized and OCC requirements met.
- Trainings and other educational opportunities are attended regularly and as directed.
- Advises producers of assistance available from USDA and other agencies.
- Develops contractor bid specifications, requirements, and selection criteria; as well as provides recommendations to the board as requested.
- Interactions the manager has with the public, contractors, and coworkers are in a respectful, courteous, and engaging manner.
- The district manager treats all customers, tenants, and contractors fairly and ensures all conservation district programs and activities are offered on a nondiscriminatory basis without regard to race, color, national origin, religion, gender, marital status, physical disability, or other factors.

Compensation:

Full-time (40 hours per week) benefitted position with a starting salary of \$3,287.00 per month. Employee benefits include health, dental, life insurance, disability insurance, and paid annual and sick leave.

How to Apply:

Interested and qualified applicants should submit a cover letter and resume with daytime phone and email. A minimum of two professional references should be provided. Documentation of certifications and trainings should also be included if applicable for consideration of the position.

Submit Application Materials To:

Nowata County Conservation District
Attn: Patty Underhill
1125 E Cherokee
Nowata, OK 74048-3110

Or by email:

Nowata County Conservation District at nowataccd@conservation.ok.gov

Deadline to receive applications: November 12, 2024 at 4:30 pm

Questions should be directed to:

Nowata County Conservation District
nowataccd@conservation.ok.gov
918-273-3074