

PERRY SOIL AND WATER CONSERVATION DISTRICT

JOB DESCRIPTION: *PROGRAM ADMINISTRATOR*

INTRODUCTION: This position is responsible for the management of the conservation resource assistance functions and program delivery of the Perry SWCD in a manner that promotes the goals of the Perry SWCD, and the daily supervision and management of the SWCD staff.

DUTIES & RESPONSIBILITIES:

1. Represent the Board of Supervisors at meetings.
2. Assist the Board in carrying out the administrative responsibilities of the District.
3. Provide daily supervision of the SWCD staff on behalf of the Board of Supervisors.
4. Responsible to insure all District programs are conducted throughout the year.
5. In cooperation with various federal, state and local agencies assesses the need for conservation work within the district & recommends actions and programs.
6. Prepares an annual draft budget proposal for review by the district Board.
7. Prepares a draft Standards of Performance for each employee for the Board's review.
8. Prepares a draft Training plan for each employee and reviews it with board, upon initial review, the employee is then responsible for his/her updates to their own, training plan.
9. Prepares a draft Long Range Plan for review by the District Board.
10. Reviews the Employment Policy and the Policy Manual with Board annually.
11. Identifies sources and recommends actions to the Board to secure operating funds for the District.
12. Identifies sources and recommends actions to the Board to secure the needed personnel for District operations.
13. Maintains a cooperative relationship with all natural resource agencies operating within the District.
14. Is responsible for the proper maintenance and use of all district equipment and facilities.
15. Coordinates requests for district assistance with the NRCS District Conservationist and other appropriate resource agencies.
16. Keeps abreast of all federal, state and local laws that affect the conservation work within the District.
17. Keeps the District Board informed of actions taken, trends in conservation work that appear to be developing and issues in which the district may have an interest or wish to become involved.
18. Compiles background information to facilitate the decision-making policy setting function of the District Board.
19. Able to write and administer grants.
20. All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the district.
21. Provides technical and engineering assistance to cooperators.
22. Coordinates the District equipment rental program.
23. Maintains personal contact with district cooperators.
24. Be aware of the major soil types of the district and their characteristics.
25. Be proficient in using all surveying tools to complete engineering surveys, making site investigations, record field notes and prepare design for review and approval by a technical representative with proper job approval authority.
26. Specific duties are itemized and listed with the employees' Standard of Performance.

Perry County Flood Plain Management Program:

This position includes the responsibility of working with the Perry County Commissioners and serving as the County Flood Plain Administrator in compliance with the 2004 Special Purpose Flood Damage Reduction Resolution of Perry County.

SUPERVISION:

This position is under the daily supervision of the Board of Supervisors. Policy and program direction is received from the District Board.