

HOCKING SOIL & WATER CONSERVATION DISTRICT

Job Description of District Manager

Summary: The District Manager is responsible for the overall management, coordination and administration of the Hocking SWCD, including staff and operations management functions, planning, education and community outreach, financial responsibilities, technical assistance and other duties that meet the objectives set forth by the Board of Supervisors as described in the Annual Plan of Work and Long-Range Plan.

Essential Responsibilities Functions:

- Manage and develop Hocking SWCD programs and reports directly to the Board of Supervisors
- Be familiar with contents of and follow guidance in the Supervisors Handbook, SWCD Employment and Operational Policy
- Work closely with the Board of Supervisors to develop and carry out the Annual Plan of Work and the Long Range Strategic Plan
- Ensure that all policies and procedures are properly followed and meet the objectives of Hocking SWCD.
- Understand and review working agreements and MOU's between district and partner agencies.
- Coordinate schedules and workload responsibilities of district employees to achieve district objectives.
- Organize and assist Board of Supervisors in conducting employee evaluations.
- Responsible for all pertinent reporting into Ohio Soil and Water Conservation Commission approved reporting system for time keeping and general accountability.
- Assume responsibility for initially approving timesheets and leave time for all District employees.
- Assist board of supervisors and district staff in conducting annual review of district policies, district procedures, employment policy, Ohio Ethics Law, job descriptions and inventory list.
- Enrolling new employees in Public Employees Retirement System within 30 days of employment
- Work closely with the County on keeping up on Workmen's Compensation laws and inform the District employees.
- Prepare district board meeting notices and agenda's monthly and submit to the Board members prior to the meeting.
- Attend all meetings and record minutes of all regular and special board meetings.
- Ensure the board of supervisors is made aware of all events concerning them prior to the event taking place and handle any correspondence needed.
- Attend events/meetings during and after work hours as directed by the Board of Supervisors to carryout District objectives.
- Maintain updated knowledge of programs and new initiatives as they arise and develop proposals
- Develop and maintain relationships with public officials and other community or state leaders.
- Provide day to day supervision of district employees and report concerns directly to the Board of Supervisors.
- Develop and provide leadership that advocates a team environment between the staff, the Board of Supervisors and partners.
- Manage district supply and equipment inventory list.
- Maintain Records Retention Schedule. Schedule Record's Commission meeting and maintain records in compliance with the approved schedule.
- Understand thoroughly the proper use of public funds.
- Prepare a budget for the coming year in sufficient time for the Board of Supervisors to analyze before presenting to the Board of Hocking County Commissioners.
- Prepare Form 11 in proper timeframe to present to Ohio Soil and Water Conservation Commission for state match funds.
- Maintain District financial books and ledgers for Special Fund, District Fund and any other funds held by the District.
- Receive and receipt payments and contributions.
- Request purchase orders from the County Auditor to process vouchers/checks for bills to be authorized for payment at regular monthly Board meetings.
- Prepare District payroll in accordance with SWCD reporting system bi-weekly for submission to Auditor.

- Participate in and prepare necessary documentation for Program Internal Reviews and state audits. Report all findings or comments to the Board of Supervisors.
- File annual financial reports as required by Auditor of State.
- Keep back up files on all financial reports to properly safeguard all District records.
- Maintain accurate depository agreements with all financial institutions to ensure all funds FDIC insured.
- Prepare and mail any required IRS 1099 forms by January 31st of each year.
- Manage annual district tree sale, wildlife packet sale and fish sale.
- Seek donations and affiliate memberships to support district programs.
- Assist Board of Supervisors in planning and preparation of the annual meeting.
- Assist in conducting Supervisor election.
- Participate in and help coordinate workshops, training sessions and other educational programs for children, landowners, developers, residents, public officials, etc.
- Coordinate the development of the District's newsletters
- Assist in providing a constant supply of informational material for public consumption.
- Other duties and responsibilities as directed by the Board of Supervisors.

The employee agrees all assistance is provided without regard to race, color, national origin, age, sex, religion, marital status and handicap.