

District Administrator

Job Description – March 2022



Position Background

The District Administrator (DA) is an employee of the Lincoln Conservation District (LCD). The LCD is a subdivision of state government and receives revenues from real property taxes in Lincoln County. LCD is responsible for the conservation of soil and water and other natural resources of Lincoln County and administration of the Montana Natural Streambed and Land Preservation Act, known as the 310 Law.

Job Purpose Summary

To further the soil and water conservation mission of the LCD, the DA oversees all daily operations of the district and provides administration, communication, and technical support to the Board of Supervisors.

Key Responsibilities and Accountabilities

Accounting, Record Keeping, and Meetings

- Carries out clerical duties such as answering phones, responding to emails, preparing correspondence, and providing customer support to the public.
- With oversight by the LCD Treasurer, conducts all accounting, banking, billing activities, and preparation of monthly financial reports according to LCD policies.
- Prepares annual budget for approval by Board of Supervisors.
- Assists the Board with long-range planning and preparation of annual work plans.
- Schedules and distributes public notice for all district meetings. Prepares all meeting agendas, with oversight by LCD Chair, and meeting minutes.
- Updates website with monthly meeting agenda, minutes, 310s, and education opportunities.

310 Permit Administration

- Processes 310 permit applications, complaints, and emergency notices as prescribed in the 310 Law and the LCD Adopted Rules.
- Coordinates among Supervisors, Fish Wildlife and Parks, and landowners to schedule 310 permit onsite inspections.
- Maintains 310 permit data tracking systems and record keeping.

Education and Outreach

- Provides leadership and planning for public education and outreach. Develops strategies to promote services of LCD within the local community.
- Disseminates communication materials for the public regarding the 310 Law, streambank protection, and conservation of natural resources.
- Disseminates information to the public through the LCD website, newsletters, advertisements, and event presentations.
- Serves as liaison under the direction of the immediate supervisor with other agencies and organizations on behalf of the Conservation District, including working with local, state, and federal agencies.
- Develops and implements educational programs in schools and other venues.
- Maintains beneficial working relationships with agency partners, landowners, contractors, and the public.

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Program Management, Project Development, & Grants

- Works with the Board of Supervisors to evaluate community needs for program expansion or new program development. Manages and implements conservation assistance programs to landowners as appropriate.
- Advises the Board on restoration project needs or opportunities and coordinates all project activities at the direction of the Board and as described in the annual work plan.
- Manages a variety of administrative and technical matters dealing with contracting, planning, and budgeting.
- Supports the Board of Supervisors with information necessary for grant applications and associated contract management.

Minimum Qualifications and Skills

Education

- College degree or technical experience in the field of natural resources, agriculture, or soil sciences or a related field is desirable.

Knowledge, Skills, and Abilities

- Ability to communicate effectively, both orally and in writing, for a broad range of audiences from youth to technical.
- Ability to prioritize efforts and efficiently manage time independently to accomplish a variety of tasks and manage deadlines.
- Ability to work independently or with supporting agencies to identify problems and determine solutions.
- Ability to work with persons from many other organizations, agencies, and groups in a professional manner to project a favorable image of the LCD.
- High degree of computer literacy including Microsoft Suite, QuickBooks, and an ability to learn website editing.

Work Environment

Normal work hours are 8:00 AM – 4:00 PM, Monday through Thursday, unless otherwise approved by the immediate supervisor. Attendance at monthly board meetings, which generally take place from 4:00 – 7:00 PM, is required.

Occasional weekend work will occur at the mutual agreement of the DA and the immediate supervisor. The position will largely be an office position; however, occasional field work will be needed. Occasional travel for trainings and meetings will be necessary and will be reimbursed at the current Montana State rate.

Duty Location and Hours

The DA position is based in Eureka, Montana, and works 32 hours per week, 8:00 AM – 4:00 PM, Monday-Thursday. However, hours and days of work may vary according to the needs of the District or employee and with approval of the immediate supervisor.

Salary and Benefits

The DA will be compensated hourly at a range between \$17-\$20, commensurate with experience and to be negotiated prior to employment.

As a permanent, part-time employee, the DA will receive annual leave and sick leave on a prorated schedule according to the LCD personnel Policy. Over the course of 1 year, at 32 hours per week, the DA will earn 96.096 hours of annual leave.

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leave and 76.544 hours of sick leave. The DA will begin accruing leave from the first day of employment, however, they will not be entitled to take sick leave until they have been employed for 90 consecutive days or take annual leave until they have been employed for 6 months.

The LCD follows state guidelines for holidays and the DA is entitled to paid holidays on a prorated schedule according to the number of hours worked.

Health benefits are covered by the LCD for the employee; however, family members are not included.

Immediate Supervisor

The Board will appoint a board member to act as the DA's immediate supervisor, who will be responsible for assigning, directing, and reviewing the DA's work in accordance with the LCD Personnel Policy.

Probationary Period

The selected candidate will be on a probationary period for the first 6 months of employment. Probationary employees receive a performance appraisal 30 days prior to the completion of the probationary period and annually thereafter. Performance will be measured against duties set forth in this job description and the manner in which they are performed (quantity and quality of work).

To Apply

Send a thoughtful cover letter, resume, and answers to the supplemental questions below as a single (1) pdf document to: lincolncd@interbel.net. The position is open until filled by a qualified candidate.

1. LCD is overseen by a Board of Supervisors. Do you have any experience working for a board and how do you think you will approach working for a board?
2. Describe a scenario when you dealt with conflict. How did you address that conflict and what lessons did you learn from it?
3. Describe three strategies you use to stay organized. How do you use these strategies when working on multiple projects at the same time and managing deadlines?
4. What do you see as the biggest issues concerning natural resources, particularly in Lincoln County?