



Allegan Conservation District
Job Description

Title: Administrator
Classification: Part-Time Employee, section 3.1 Personnel Policy

Introduction

This position is located in the Allegan Conservation District Office (USDA Service Center). The Administrator is responsible for the day-to-day operations of the Allegan Conservation District including organization and supervision of office operations and staff, The Administrator shall coordinate District programs and activities, and shall provide assistance to the District Board members.

Primary Duties In Order of Importance

1. Responsibilities to the Board

- a. Identify and secure short and long-term funding for District programs.
- b. Organize monthly Board meetings, coordinate staff reports, and agendas. Record and prepare board meeting minutes.
- c. Coordinate arrangements for the Annual Dinner and Election.
- d. Conduct the Tree Sale.
- e. Implement Board directed policies.
- f. Prepare and submit required reports.

2. Public Relations

- a. Represent the District in public appearances to inform public, conservation partners, and local units of District programs, services and the role in the community.
- b. Serve as the District contact and attend relevant meetings
- c. Coordinate the development of an information resource for public officials about conservation and conservation programs in the county not limited to District Programs.
- d. Coordinate and strengthen Conservation Partnerships within the community.

3. Information and Education

- a. Assist in planning District workshops, tours, contests, and fund-raisers.
- b. Coordinate District educational services with local schools, groups, and organizations.
- c. Direct the development of materials promoting District programs.
- d. Conduct Annual Tree Sale as part of an educational program.

4. Grant Administration

- a. Direct the application for, preparation and administration of any grant programs which may be available to the District.
- b. Recommend appropriate grant programs to the Board and develop grant proposals.
- c. Meet with relevant individuals to coordinate and secure grant funds.

5. **Human Resources**

- a. Supervises and assists staff in the performance of their duties.
- b. The Board evaluates the performance of staff members with input of the administrator.
- c. The Board hires staff with input of the administrator.
- d. Review and coordinate employee payroll and benefits.

6. **Financial Responsibilities**

- a. Identify, evaluate and pursue relevant sources of funding for District programs
- b. Prepare an annual operating budget for the Board and provide periodic updates in accordance to Michigan Department of Agriculture standards.
- c. Prepare monthly financial reports for submittal to the Board.
- d. Prepare and coordinate financial review/audit as required by law and/or contractual agreements.
- e. Provide for control of financial resources once the Board approves allocation of these resources.
- f. Coordinate financial requirements for various grant programs, including reporting and budgeting.

7. **General/Partnership Responsibilities**

- a. Answer phone, take messages, and assist customers.
- b. Assist NRCS with general office support as part of our Cooperating Working Agreement.
- c. Assist NRCS with Contribution Agreement Tasks.

Qualifications

Experience in natural resources, biology, geology, agronomy or related field. Experience supervising/scheduling staff, managing project budgets, customer service, and reporting. Experience writing and administering grants. Strong analytical, verbal and written communication skills. Ability to work cooperatively with individuals, groups and organizations. **Self-motivated and self-directed**. A general knowledge of resource management, and conservation. Valid MI driver's license.

Additional Qualifications (Preferred)

Experience in Business Management. Familiarity with Conservation Programs. Knowledge and experience in agriculture. Proficient with Microsoft Office: Word and Excel. Familiarity with Quickbooks is a plus.

Supervision

The Administrator shall be under the direct supervision of the Allegan Conservation District Board Chairperson. The Chairperson along with the Human Resources Liaison will perform the employee evaluation with input from the Board.

Compensation

The Administrator position is part time, with pay ranging between \$15-\$17/hour dependent on experience. The benefits include paid sick and vacation days and all federal holidays.

To Apply

Please email cover letter stating your suitability for the position based on knowledge and skills, along with a resume, and list of references to the Allegan Conservation District to Ana Hedberg, Executive Director, at ana.hedberg@macd.org or mail to 1668 Lincoln Rd., Allegan, MI 49010.

Applications are due by: Friday, February 16, 2018.