

Conservation District Supervisor Job Description

Function of the Conservation District

To take available technical, financial, and educational resources, whatever their source, and focus or coordinate them so that they benefit local land users.

General District Supervisor Function

A district supervisor is locally elected, or appointed, to represent and provide effective leadership for local landowners and their conservation needs.

Primary Duties and Responsibilities

- Participate in district policy and program development
 - Prepare strategic (long range) and annual plans of work
 - Establish and implement district policies regarding natural resource conservation issues as well as personnel and office matters
 - Develop and/or implement educational and/or technical conservation programs
 - Actively participate in locally led conservation processes
- Provide financial direction
 - Be responsible for the proper expenditure and management of public funds
 - Develop, review and approve annual budget and financial statements
 - Approve monthly treasurer reports
 - Maintain a working knowledge of the budgetary process and keep local board members informed about district programs and opportunities.
 - Assess funding needs and actively pursue funding to implement district programs
- Participate in public and community relations activities/programs
 - Maintain educational programming and an active public information dissemination process so that citizens and board members will be informed about conservation issues and district programs
 - Make presentations and provide testimony at public meetings about conservation issues based on district policy
- Participate in personnel management
 - Provide guidance and direction to staff and maintain fair and equitable personnel policies
 - Maintain an open working relationship between staff, board members, and partners.
 - Participate in all aspects of personnel management include hiring, personnel reviews, etc.
- Participate in monthly district meetings
- Participate on district committees and in work groups
- Represent the citizens of our district in regard to conservation issues
- Stay informed and inform others about conservation issues
- Develop partnerships with a wide variety of agencies and organizations to build collaborative approaches to resource needs
- Be well versed in the field of conservation and interested in local conservation issues
- Participate in statewide meetings and workshops on conservation issues

Terms of Service

Four-year terms with no term limits.

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Compensation

Board Members are elected volunteers & receive no compensation other than reimbursement for actual expenses of mileage, registration, meals and other associated expenses when conducting the work of the district.

Qualifications

- Landowner within a district and a registered voter in the State of Colorado; or an authorized family member who is a renter or manager of the land of the landowner; or a duly authorized agent of a corporation owning lands within the district.
- Interest and understanding of the need for soil, water, and other natural resources conservation.
- A willingness to work for the interests of the district's citizens.
- Knowledge of some or all the following: (advantageous for the board as a whole to have knowledge/expertise in these areas)
 - Knowledge of agriculture and/or related fields
 - Natural resource & environmental awareness
 - Background in local, state, and national legislative processes
 - Skills in conduct of meetings
 - Technical background in environmental sciences and engineering
 - Strategic planning processes
 - Business practices such as bookkeeping, financial management, outreach, and personnel management

Commitment Required

- Approximately eight (8) hours monthly:
 - Meeting attendance: three hours
 - Preparation for and follow-up on monthly meetings: two hours
 - Committee work: one hour
 - Attending meetings related to local conservation issues: two hours

Training Requirements

- Learn district procedures
- Meet training criteria as set forth by the district – sample criteria might be:
 - Attend Supervisor Orientation Workshop
 - Reviewing the working documents of the district
 - Attend one watershed meeting and/or one state meeting per year
 - Participate in workshops and seminars related to soil and water conservation
 - Keep informed on current natural resources/conservation issues
 - Meet with representatives of cooperating agencies: Colorado State Conservation Board (CSCB); Natural Resources Conservation Service (NRCS); Colorado State University Extension; Colorado Department of Public Health & Environment, Water Quality Control Division (CDPHE-WQCD), Colorado Division of Wildlife etc. to further the understanding and cooperative relationships and programs.