

DISTRICT MANAGER & BUSINESS ADMINISTRATER JOB DESCRIPTION

The work site is the office of the Peñasco and Central Valley Soil and Water Conservation Districts (SWCDs) at 3105 W. Main St., Artesia, New Mexico. The District Manager provides administration and management of the Peñasco and Central Valley SWCDs, and assistance on SWCD programs as assigned.

Duties will include, but are not limited to the following:

1. Administration and supervision of district programs and district employees. Will ensure proper documentation, financial records and obligations, and administrative procedures are completed for the Peñasco and Central Valley SWCDs cost-share programs; community and district projects programs, Cottonwood-Walnut Creek Watershed support, grant proposals, supervisor elections, Open Meetings Act, and other programs as developed.
2. Administration of the operations of the Peñasco and Central Valley SWCD office, such as attend all district board meetings and committee meetings, take & distribute minutes, coordinate committee meetings and other meetings as requested, ensure proper maintenance of the Districts' equipment, computers and software programs, maintain property list and adequate office supplies, keep supervisors abreast of state laws and procedures that affect district operations, compile and submit documentation as requested by the Soil and Water Conservation Commission for funding requirements, attend NMACD regional and state meetings as requested, attend city and county commission meetings as requested, compose and/or review correspondence and reports as directed or necessary, maintain administration files for the District, prepare legal notices for publication for annual elections, coordinate District activities as needed. Maintain travel vouchers for supervisors and employees, administer payroll and subsequent reports, compile and distribute checks for accounts payable.
3. Administration of the Districts' conservation education programs. Will give presentations to groups, civic organizations, and schools as requested on conservation issues, provide presentations at workshops as requested, compile and distribute the Peñasco SWCD Annual Report and the Central Valley SWCD Annual Report, work with committee and distribute the Peñasco SWCD Annual Plan of Work and the Central Valley SWCD Annual Plan of Work, and complete and submit narratives for the NMACD Outstanding Awards program.

Other educational tasks to include:

- a. Enhance partnerships with private landowners, Federal agencies, State agencies, Local Government agencies, and other interested groups. Will work with these entities to enhance District programs and their benefits to the community of Artesia.
 - b. Submit grants as they become available for any and all programs that the Peñasco and Central Valley SWCDs can use funding to complete and enhance.
 - c. Other duties as projects develop and as assigned by the Peñasco and Central Valley SWCD Boards.
4. Administration of the financial records of the Cottonwood-Walnut Creek Watershed District. Will complete and submit financial reports to board, quarterly financial reports to Department of Finance & Administration (DFA), submit draft and final budget to DFA, submit annual financial reports to State Auditor's Office and DFA, compile accurate and current records of the Districts' financial portfolios, and subsequent reports, compile and distribute checks for accounts payable, and accurately record District fixed and liquid assets. Summarize and report this to the Boards at the meetings as required.
5. Direct supervision of District employees and approve overtime and time off requests; schedule work of temporary employees.
6. Will coordinate with other agencies for treatment of noxious and invasive weeds. Ensure proper documentation of plans and all herbicide applications are retained in this office. Promote noxious and invasive weed control. Work with other agencies as requested to decrease the size of infestations. Will put a volunteer crew together for rapid response on new, small noxious and invasive weed infestations. With approval of Peñasco and Central Valley SWCD Boards, will purchase necessary equipment and herbicide for a successful program. Will work on treatment of small infestations.
7. Other duties as assigned.

Evaluation Factors:

- Knowledge of conservation principles and soil and water conservation district programs
- Skill in basic accounting/bookkeeping methods
- Ability to supervise others
- Knowledge of computer operation and procedures, QuickBooks Pro, Microsoft Word, Excel, PowerPoint, and Outlook, ArcGIS Pro and ArcGIS Online and related software programs.
- Professional presentation and demeanor in working with the public.

Supervision

Employee is supervised by the Peñasco and Central Valley Soil and Water Conservation District Boards. Will complete work assignments independently in most cases, with guidance provided when necessary from the NRCS District Conservationist, the New Mexico Association of Conservation Districts, the New Mexico Department of Agriculture, and others. Any problems arising from this procedure will be called to the attention of the Peñasco and Central Valley SWCD Boards for adjudication. Procedures and guidelines have been established for most tasks. Judgment is needed in locating and applying the various guidelines available. Employee plans and carries out the work of the office independently.

Position Requirements

Employee will obtain training necessary to enhance the Districts' abilities to educate the public on conservation programs. Employee must have a valid NM driver's license.

Employment Conditions

Position is a full time position. Employee will normally work a 40-hour week. Benefits include sick leave, annual leave, health insurance, and retirement benefits.

Physical Demands

Work involves driving, walking, standing, lifting, bending, and outdoor field work during all twelve months of the year.