



Miami County Conservation District  
Job Description: **District Manager**

*April 2025*

The Miami County Conservation District seeks to fill the position of District Manager. The District Manager performs various administrative, secretarial, and clerical duties for the Miami County Conservation District Board of Supervisors. The District Manager administers and carries out policies and operates within guidelines set forth by the Board of Supervisors. The District Manager conducts and supports conservation planning and conservation practice implementation activities that results in progress toward reaching goals of the Conservation District Annual Work Plan. The District Manager provides day-to-day coordination of district activities and serves as the district's representative to other agencies, organizations and the general public.

This is a full-time position (8:00am – 4:30pm Monday – Friday) located at the USDA Service Center at 100 Angela St, Suite 3, Paola KS 66071. Employee receives paid annual leave and sick leave, 11 paid federal holidays and KPERS benefits. Salary begins at \$40,000 depending on experience. High School diploma or GED required. Must be able to pass a federal background check and must hold a valid KS drivers license, in good standing with auto insurance. Office management experience and agriculture/natural resources knowledge are helpful. Computer and technology competency is a must, as well as organizational skills and self-motivation to multitask and meet deadlines. Strong verbal and written communication skills and professionalism when interacting with customers and partner agencies are also required. Interested applicants should email a complete resume, including two references to [info@miamicountycd.com](mailto:info@miamicountycd.com). Position open until filled.

*Detailed job description follows.*

## District Manager Job Description

The District Manager is an employee of the Board of Supervisors. All personnel decisions and matters are handled solely by the Board of Supervisors. The District Manager is a coworker and partner to NRCS staff with whom they are collocated in USDA office space with.

Attendance at monthly Board meetings and other meetings in which the district has an interest in is required. Occasional overnight travel will be required to attend various meetings, seminars and workshops. Official business travel expenses will be paid for by the Conservation District. All duties and actions taken while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the Miami County Conservation District.

The District Manager shall independently carry out all day-to-day work to aid the board of supervisors in reaching goals of the conservation districts annual work plan. Duties may include, but are not limited to:

- Serve as receptionist by receiving visitors and telephone calls.
- Process incoming and outgoing mail for the district.
- Order/maintain office supplies for the district.
- Maintain all district files, handbooks, and program manuals.
- Prepare needed correspondence, reports and other materials in order to coordinate and assist in the implementation of all district programs.
- Keep board of supervisors informed of program and policy updates received from the Division of Conservation, Kansas Association of Conservation District (KACD) and National Association of Conservation Districts (NACD) and other partners.
- Maintain up to date information for Miami County on the State Cost Share Information Management System (CSIMS) database.
- Maintain up-to-date files and records pertinent to state cost share programs and contracts as outlined by Kansas Department of Agriculture Division of Conservation (KDA-DOC) cost share checklist while overseeing the implementation of the state cost share program in Miami County.
- Assemble materials for monthly board meetings: agenda, reports, correspondence, financial reports, etc.
- Prepare minutes for all monthly board meetings and any special board meetings and submit electronic copies to KDA-DOC
- Maintain and make available all district financial records annually for CPA to complete Agreed Upon Procedures.
- Coordinates arrangements and prepare all requirements for the Conservation District Annual Meeting each February.
- Maintain up to date commercial insurance/workman's compensation coverage on all district positions and equipment. Update insurance coverage at the time additional items are purchased/sold or staff turnover that requires any changes to insurance coverage.
- Maintain applicable and up to date information on the Conservation District website on the Weebly platform and social media outlets such as Facebook.
- Maintain current contractors list and have it available online for public access.
- Work with education coordinator to implement and promote information and education programs (including newsletters, news articles, school presentations, workshops, field days, and the KACD youth poster, limerick & essay contests)

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- Oversee coordination of the Annual Earth Festival for middle school students in conjunction with education coordinator.
- Coordinate District grass seed orders.
- Serve as the contact for Kansas open records requests.
- Serve as liaison between the Board of Supervisors and Natural Resources Conservation Service (NRCS).
- Attend and participate in KACD, KDA-DOC, NACD, NRCS and other partner agency meetings/workshops/events as applicable.
- Assist neighboring Conservation Districts, and Conservation District within our NRCS Management Unit with planning, promotion and facilitation of various programs as applicable to our goals for program implementation, education and outreach.
- Develop a working relationship with various conservation, agriculture and environmental partners to help facilitate and expand the programs and services of the Conservation District through their partnership.
- Supervise and provide training for applicable tasks when additional district staff are hired.
- Follow KDA-DOC guidance to see that all KDA-DOC program deadlines and document submittals are completed in a timely manner.

In addition to working directly for the Miami County Conservation District Board of Supervisors the District Manager shall provide administrative assistance for NRCS under the terms of the Memorandum of Agreement (MOA) between NRCS and the Conservation District. The MOA requires a minimum of 50% of one *county funded* employee's time be used to assist NRCS to compensate for office space, equipment and other supplies as provided by NRCS to the conservation district. NRCS will provide training to the District Manager on the assigned duties to be completed for NRCS.

Assistance to NRCS will include, but not be limited to:

- Receiving visitors & phone calls.
- Process incoming mail.
- Process outgoing mail, when requested.
- Ensure federally required posted materials are up to date.
- Order NRCS office supplies through NRCS Management Unit quarterly orders.
- Providing brief technical assistance to landowners/customers when NRCS staff are unavailable.
- Providing general assistance on program information and application to callers or visitors.
- Post news releases related to federal programs on both the Miami County Conservation District website and Facebook page as appropriate for Miami County landowners.
- Provide information and education programs to youth and adults throughout Miami County to assist with NRCS outreach efforts and complete outreach reports events.
- Manage all volunteer reporting in the Earth Team Database.
- Review weekly bulletin updates, forwarded via email, and follow any applicable requirements or directives as announced in the bulletins.

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- Participation in NRCS Management Unit staff meetings.
- Participation in NRCS area and state meetings and trainings as applicable
- Assist with federal program implementation by helping prepare program applications, follow-up with landowners on applications, control of land forms, direct deposit forms, payments, and modifications.
- Assist NRCS with file uploads within the Document Management System (DMS).
- Assist with NRCS electronic filing (e-file).
- Assist with annual update to the local Emergency Response Plan (ERP). ERP should be updates when employees change as well.
- Complete required *AgLearn* training courses for security awareness and other topics as required by NRCS.
- Comply with the provisions within Section 1619 of the Food, Conservation, and Energy Act of 2008. As well as abide by all USDA guidance related ethics and civil rights policies.
- Other duties as they arise for the benefit of the conservation partnership between NRCS and the Conservation District.

### **Supervision:**

Supervision of the District Manager is performed by the Conservation District Board of Supervisors. NRCS will not/does not supervise the District Manager when performing Conservation District business.

NRCS can and will provide technical guidance to the District Manager as related to NRCS programs & policies. The NRCS District Conservationist will provide guidance when NRCS has overall program responsibilities or in the management of the NRCS office space and NRCS owned equipment. The District Conservationist will also provide supervisory and technical support on all activities related to those found in the NRCS Field Office Technical Guide.