

Job Description – Gibson County SWCD – District Coordinator

Incumbent serves as District Coordinator for Gibson County Soil & Water Conservation District and is responsible for assisting with all aspects of the District's programs and policies.

PRIMARY RESPONSIBILITIES

1. Serve as receptionist for SWCD and Natural Resource Conservation Service (NRCS). Answer phone calls, direct to the right person/department, and meet the general public.
2. Prepare monthly board meeting consent agenda prior to meeting, attend/record minutes; attend required workshops, state SWCD conference, and other designated meetings.
3. Serve as editor/prepare articles for SWCD's quarterly newsletter; maintain current mailing list, secure ads, and arrange printing/mailing.
4. Designated fiscal officer of Gibson County SWCD, bonded under county's bonding policy. Keep financial records accurate and up-to-date, completing reports as required by law. Prepare monthly financial report to present at each monthly board meeting for board approval, and prepare annual financial report for annual report.
5. Assist NRCS with filing, scanning, scheduling appointments, typing/assembling correspondence, news releases, etc., to ensure projects, programs and other activities conducted by SWCD and conservation partnership are completed timely, efficiently, and professionally.
6. Develop a yearly contribution letter listing district activities were made possible by landowner contributions.
7. Assist in developing the district's business plan.
8. Ensure office supply inventory is sufficient for efficient and cost-effective operations.
9. Lead for annual meeting, arranging location, date, meal, speaker, annual report, etc.
10. Assist in promoting/submitted entries, news releases, etc., about district awards such as Conservation Farmer. Assist with annual Fourth Grade Farm Fair, local FFA, Soils Judging, Envirothon, Gibson County Fair, and other educational activities as needed.
11. Stay informed about federal/state/local laws, and programs/activities that may affect district programs.
12. Assist in coordination of district programs and activities of personnel of NRCS, ISDA, and other agencies involved in district-related programs.
13. Handle the sales of Gibson County plat books, marking flags, shirts, caps, etc.
14. Arrange/organize Local Working Group meeting for Gibson County to identify concerns in the county.
15. Handle the leasing of the district-owner no-till drill.
16. Assist with the Indiana State Department of Ag (ISDA) Clean Water Indiana grants.
17. Management/delegation of Rule 5 tasks – forwarding submissions to Gibson County's assigned IDEM contact.

POSITION REQUIREMENTS

1. Knowledge of standard office procedures; ability to apply knowledge to a variety of interrelated tasks.
2. Knowledge of bookkeeping procedures and ability to accurately maintain District financial accounts and reports.
3. Working knowledge of local, state, and federal conservation laws/guidelines applicable to District.
4. Knowledge of English grammar, spelling, punctuation, and the ability to type with speed and accuracy.
5. Ability to use standard office equipment such as computers, printers, copiers, calculators, & phones
6. Normal work hours are 8am-4pm Monday-Friday. Limited attendance at night meetings or weekend activities will be necessary. The Supervisors determine policies on overtime as needed, in accordance with local SWCD and county guidelines and policies.
7. Proficient knowledge of/ability to use common computer software including but not limited to: MS Word/Excel, etc.
8. Basic working knowledge of related computer software including but not limited to: MS PowerPoint/Access, etc.
9. Ability to communicate with other agencies and the public in a tactful, courteous, and efficient manner.

SUPERVISORY RELATIONSHIPS

1. This position is under the direct supervision of the Gibson County SWCD Supervisors. Performance appraisal of this employee and decisions regarding salary and other compensation, disciplinary actions and termination of employment are the responsibility of the Gibson County Soil and Water Conservation District Supervisors.
2. Paid holidays, vacation/sick leave, leave of absence, and employee conduct will follow Gibson County Personnel Policies Handbook and SWCD District Policy Manual.
3. Incumbent is considered an employee of the county and is entitled to the same benefits and considerations as other non-union county employees.

EVALUATION OF PERFORMANCE

1. The incumbent will be subject to a 90-day probation period. Upon successful completion of the probation period, the Supervisors will provide the incumbent with a performance appraisal after the first 180 days on the job and then at least once per year after that date.
2. Performance shall be measured against duties set forth in the job description and the manner in which they are performed (quantity, quality of work, and timeliness).
3. The Supervisors may seek input from other staff in performing this appraisal, but the Supervisors have final authority on decisions relative to performance appraisals and personnel actions.
4. It is to be understood that the Gibson County Soil and Water Conservation District Supervisors have the right to review and update the job description with input from the incumbent whenever deemed necessary.

Internal Control Procedures – Gibson County SWCD

1. In compliance with Indiana Code 5-11-1-27 and State Board of Account guidelines, this internal control system is established for Gibson County Soil & Water Conservation District. The intent is to provide reasonable assurance that funds disbursed/received are properly managed and that the mission of the district will be achieved.
 - a. Funds directly administered by the office are modest. Payroll responsibility resides with the County Auditor's office. These procedures seek to strike a balance between prudent administration of funds, without being overly burdensome to accomplishing the primary mission of the office, which is implementing effective conservation practices.
2. These procedures will be followed in performance of office operations. Tabitha Anthis is trained to perform these duties.
 - a. Payroll Activities:
 1. Salary of district employees is set and verified by Gibson County Council.
 2. Hiring/termination of office staff is the responsibility of the district board of supervisors.
 3. Payroll adjustment reports are determined by the County Auditor.
 4. Employee time and attendance records are approved bi-weekly by Gibson County SWCD board Chairman; corrections will be approved by the same.
 5. Changes in employment status are promptly reported to the County Auditor's office.
 6. Payroll disbursements are reviewed and approved by the County Auditor's office.
 - b. Disbursement Activities
 1. Claims are prepared by District Coordinator and approved by Board at monthly meetings.
 2. Checks are written by District Coordinator and approved by Board of Supervisors.
 3. Checks have a dual-signature line and must be signed by a supervisor and District Coord.
 4. Claims are reviewed/approved by Board of Supervisors at monthly meetings.
 5. Reconciliation is done between claims approved by board for payment and actual payments posted on bank statements.
 6. Invoices/other receipts are attached to each claim to support disbursement.
 7. Periodic review is conducted by Board of Supervisors to compare claim amounts to supporting documentation attached to claim and amount of check.
 8. Access to disbursement applications is controlled by user logins/passwords that are not shared.
 - c. Receipt Activities
 1. Responsibility for collecting/depositing money & issuing receipts rests with District Coord.
 2. Pre-numbered receipts are issued for all money collected and duplicate receipt retained.
 3. Receipts are reconciled to bank statement by District Coordinator and reviewed monthly by Board of Supervisors.
 - d. Cash Activities
 1. Reconciliation between recorded cash balance and bank balance is completed monthly by Board of Supervisors, and approved by Board of Supervisors.
 2. Reconciliation between receipts ledger and credits to bank account is completed periodically by Board of Supervisors.
 - e. Credit Card Transactions
 1. District Coordinator oversees issuance and use of credit cards. District Coordinator and Education Coordinator are issued credit cards for business purposes.
 2. Credit card policy contained herein states the purpose for which credit card may be used.
 3. Board of Supervisors reviews transactions listed on credit card statements for sufficient documentation and inclusion in claim.
 4. District Coordinator uses QuickBooks to perform accounting duties; user ID / password are not shared.
 - f. Policy Documentation
 1. The employee handbook is provided to district employees.
 2. Internal control procedures are available to all employees.
 3. Variances from established procedures are brought to attention of Board of Supervisors.

Internal controls contained herein are considered sufficient to ensure appropriate use of funds administered by SWCD office.

** Policy adopted 09/13/2016.*

** Policy amended 06/16/2017.*