MISSION STATEMENT

Conservation Districts serve as stewards of our natural resources. The Districts provide this stewardship by delivering site-specific technical assistance and information to landowners or users in all aspects of natural resource management. The Osceola-Lake Conservation District serves the residents of Osceola County and the East half of Lake County, Michigan.

Conservation Districts were created and operate under Michigan’s Soil Conservation District Law, Act 463, Public Acts of 1998. The Osceola-Lake Conservation District is a local unit of state government. The District is ran by a five person Board of Directors who are elected to four year terms.

OSCEOLA-LAKE CONSERVATION DISTRICT MANAGER

POSITION DESCRIPTION

The District Manager shall be the business manager for the District. As such, the Manager shall:

1. Be familiar with QuickBooks accounting program which the Michigan Department of Agriculture and Rural Development requires the District to use for their grant programs.
2. Provide the Board of Directors (Board) with financial reports monthly.
3. Coordinate annual Budget preparation with the Board. Also, notify the Board of any budget problems occurring during the year.
4. Track District assets and recommend replacement as needed.
5. Coordinate and supervise District employees. This shall include hiring, training, evaluating, promotion, discipline and termination of employees.

The District Manager shall also represent the Board of Directors on a daily basis. To accomplish this, the Manager shall:

1. Attend all Board meetings and committee meetings and act as recording secretary at these meetings.
2. Communicate with members of the Board as needed between meetings.
3. Assist the Board with assessing short term and long term needs of the district.
4. Assist the Board with establishing short term and long term plans to address the needs of the District.

The District Manager shall also coordinate and work with the many Partners of the District. This shall include:

1. Becoming familiar with the work agreement with the Natural Resource Conservation Service.
2. Becoming familiar with the grant agreements with the Michigan Department of Agriculture and Rural Development. This includes grants that the District receives benefits from as well as where the District is the grantee.
3. Becoming familiar with the Multi-District Work Agreement currently with Mecosta Conservation District.
4. Learn about any other agreements, formal or informal, the District is currently or may become involved with.
5. Potential writing of grants as opportunities arise.