

Assistant District Manager

Status: Full Time; Exempt

PURPOSE

The Assistant District Manager position works closely with the District Manager to learn the policies and programs of the Piedmont SWCD Board and will become prepared to fulfill the responsibilities of the District Manager. These responsibilities will include performing the operational and administrative work of the District, managing human resources, and providing support to the Board of Directors. This position assists in carrying out the objectives in the Strategic Plan and Annual Plan of Work of the PSWCD.

QUALIFICATIONS

- Experience in leadership roles.
- Possess excellent organizational, time management, project management and multitasking skills.
- Knowledge of administrative and office procedures including business writing.
- Ability to prepare, interpret and apply policies and procedures.
- Demonstrated knowledge of finances, accounting procedures and QuickBooks.
- Experience in developing and managing budgets.
- Knowledge of agricultural, natural resources and urban issues with emphasis on soil and water conservation.

SKILLS AND ABILITIES

- Interpersonal Skills - Relates well to people; builds rapport; listens; develops effective relationships; uses diplomacy and tact; values people; is courteous and helpful; proficient in delegation.
- Planning Skills – Ability to determine steps of work tasks; schedules work tasks and projects efficiently; uses time wisely; sets goals; ability to work independently but also ability to ask for team assistance when necessary; event planning skills.
- Problem Solving - Uses logic and methods to solve difficult problems with effective solutions; Possess decision making skills.
- Action Oriented and Accountable – Accepts responsibility; initiates appropriate action; seizes opportunities when appropriate; dedicated to achieving goals.
- Oral and Written Communication - Ability to communicate clearly and succinctly in a variety of communication settings and styles; utilizes the most appropriate communication method.
- Discretion and Sound Judgment - Ability to deal with sensitive issues and information in a professional and confidential manner.
- Team Oriented – Ability to lead and motivate a team; actively contributes to the achievement of group and organizational goals; accepts shared responsibility and ownership of projects.
- Integrity - Is widely trusted and seen as direct, truthful individual; keeps confidences; admits mistakes; doesn't misrepresent her/himself for personal gain.
- Professionalism – Presents themselves in a professional manner; maintains a neat and clean appearance; keeps an organized and clean work station; reliable; prompt to work, appointments and meetings/trainings; cooperative.
- Technology – Ability to use computer software programs, including Microsoft Office products and Quickbooks. Social media skills are a plus.

DUTIES

This position will work alongside the District Manager to learn the basics of the Virginia Agriculture Cost Share Program, Watershed Dam Program, Virginia Conservation Assistance Program, and any additional current grant programs that the District administers. The position will provide the following support to the District Manager and Board of Directors:

- Administrative & operations support
- Human Resources
- Financial Planning

It is expected the Assistance District Manager to be able to perform the following duties upon sufficient training and on-the-job experience:

Management

1. Oversee day-to-day operations and ensure efficient functioning of all District programs.
2. Provide support to the Board of Directors including information necessary for them to make informed decisions.
3. Provide leadership in carrying out all programs of the District and oversee all grant agreements.
4. Establish District goals and priorities on an annual and four-year basis, in conjunction with the Board, staff and cooperating agencies;-Develop and implement the Annual Plan of Work.
5. Establish, with Board of Directors oversight, efficient and effective organizational policies and procedures and ensure adherence.
6. Serve as a representative of the Board at designated functions and to the public.
7. Build and maintain strategic partnerships with agencies, organizations and the private sector that operate with the District.
8. Assist the Finance Administrator with preparation of annual budget and budget needs assessment (budget template). Work with the Board to secure continued and expanded funding from other sources.

Human Resources Duties

9. Provide leadership and guidance for daily human resources issues and employee relations; ensures employee and District compliance with internal HR policies and broader HR regulatory requirements.
10. Manage employee work schedules; administer employee benefits; maintain employee files and human resource files.
11. Assist the Personnel Committee in the hiring of new employees.
12. Establish goals, individual work plans, training plans and guidance for all staff consistent with District goals, priorities and mission.
13. Conduct performance evaluations of employees in cooperation with the Personnel Committee and Board of Directors.
14. Assess organizational, staffing and development needs and implement appropriate initiatives, including delegation of tasks.

Administrative Duties

15. Prepare and distribute all related items for monthly Board meetings; Prepare detailed and accurate meeting minutes; Report on monthly activities and updates.
16. Manage District inventory, storage areas, computer systems, office equipment and vehicle maintenance.
17. Prepare correspondence, reports and other related material as needed; Receive/sort mail; Maintain mailing list.
18. Perform office functions such as answering phones and assisting clients.
19. Serve as the FOIA officer for the PSWCD.
20. Assist with District and other agency education/outreach programs as availability permits.
21. Perform other tasks as assigned by the Board of Directors.

PHYSICAL WORKING CONDITIONS

- Physical ability to perform tasks involving frequent walking over difficult terrain, lifting and carrying moderate weight (25#), and exposure to adverse weather conditions. Job tasks require mental, auditory and visual acuity.
- Office work includes extended periods of time at a computer terminal. Frequent telephone and personal contact with employees and the public is required.
- Ability to attend occasional out of town, overnight or weekend travel/work for trainings and meetings, as well as routine travel within the District.

SUPERVISION

This position reports directly to the District Manager and is under the direction of the Chairperson of the Personnel Committee.

EDUCATION

Graduation from an accredited college or university with a degree in business, public administration, conservation, education, or related field or equivalent experience.

SALARY

State Pay Band 4 (\$37,042-\$98,371)

July 2024