

# **Texas Conservation District Director Position Description**

## **Position Overview:**

A member of the Board of Directors of a Soil and Water Conservation District has the responsibility for assuring that Conservation District policies and practices enhance natural resources in his/her district. This requires the identification of local natural resource needs and issues, development of management strategies, and setting local policy and coordination of local, state and federal resources. The position requires that an individual be familiar with the district's resources, be generally acquainted with the people and resource conservation problems of the district, and be sufficiently concerned to search for and provide solutions to these problems.

## **Specific Director Responsibilities Include But Are Not Limited To:**

1. Be familiar with the Conservation District Law (Chapter 201 & 203 TX Ag. Code). Know the powers, authorities, responsibilities, and limitations placed upon you by the law.
2. Attend regular and special meetings of the district board.
3. Accept the responsibilities of any office to which you are appointed on the district board. Serve on committees and present reports on their accomplishments and activities.
4. Accept responsibility for assuring that the actions and policies of the district and its employees remain within the limitations of the Conservation District Law.
5. Set local policy to reflect the balanced need of the community you represent.
6. Act as a district representative in communicating district action, policy, etc. to your local community.
7. Develop, set and implement personnel policies and accept responsibility for the hiring and supervision of district staff.
8. Help to enroll landowners as cooperators with the district. Review and approve conservation agreements.

9. Attend state, national and other conservation meetings on behalf of the district to stay current with conservation issues and programs. When attending meetings on behalf of your district, make an effort to represent the feeling of your board as a whole, not just your personal feelings.
10. Pursue funding for district programs and initiatives.
11. Assure district fiscal responsibility to include efficient and effective use of all public funds. Develop a district annual budget and provide financial statements.
12. Develop a working relationship with county government, state and federal legislators, agency officials, local municipal and county officials, and organizations that do or could cooperate with the conservation district.
13. Stay informed on conservation issues in your district and be familiar with important laws, policies, and programs.
14. Be familiar with district programs and activities.
15. Be positive, innovative, and action-oriented.
16. Develop SWCD annual plan of work.
17. Maintain close contact with TSSWCB and the Field Rep serving your SWCD.
18. Encourage the use and proper management of all SWCD equipment.

**Position Requirements:**

Candidates for the position must be 18 years or older, own agricultural land in the zone he/she represents, live in a county all or part of which is in the SWCD, and be actively engaged in farming or ranching. Individuals should be familiar with natural resource issues, policies, needs and programs relative to the local area. Individuals must be capable of attending regular and special meetings of the district board under normal circumstances and locations. Individual candidates' interests, activities or occupation may not present the potential for conflict of interest or ethical allegations.