

TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

proudly serving Fredericksburg, King George, Spotsylvania, and Stafford

Application for District Director Vacancy

Thank you for your willingness to serve. Please submit your application to Marta Perry, District Manager, by end-of-day Friday, November 1, 2019. Cover letter, resume, and/or reference letters are appreciated although not mandatory. (marta.perry@tccswcd.org, 4811 Carr Dr., Fredericksburg, VA 22408)

Name:

Address:

Resident of: County City

Phone: (home)

(work)

(mobile)

E-mail address:

Please describe your accomplishments, occupations, experience, and special interests, etc., related to soil and water conservation and which contribute to your qualifications to serve as a district director.

(May submit as separate document, if preferred.)

OPTIONAL

Birth date: (month & day only)

Place: (city, state)

Marital Status:

Spouse: (name)

Education, diplomas, degrees:

Clubs, organizations and other affiliations: (Please include dates of offices held and honors received.)

Other special interests, hobbies, etc:

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District Director, Position Description

Legal Authority

Code of Virginia > Title 10.1. CONSERVATION > Subtitle I. Activities Administered by the Department of Conservation and Recreation > Chapter 5. Soil and Water Conservation > Article 1 through Article 3

Position Summary

The Code of Virginia defines a "district" or "soil and water conservation district" as a political subdivision of the Commonwealth organized in accordance with the provisions of the above-referenced code. However, districts are not part of state government. It defines a "district director" as a member of the governing body of a district who is authorized according to the terms of the code to serve as a director.

District directors are non-partisan local officials, elected in the General Election process or appointed by the Virginia Soil and Water Conservation Board for four-year terms to assess local conservation needs and to support conservation programs to address these needs.

At Tri-County/City Soil & Water Conservation District, two directors are elected from each of the District's four localities (Fredericksburg, King George, Spotsylvania, and Stafford), and the Commonwealth appoints one from the local Virginia Cooperative Extension and one at-large from anywhere within the District.

Duties and Responsibilities

The Code of Virginia (§10.1-529.1) states that the duties of district directors are as follows:

- “Identify soil and water issues and opportunities within the district or related to the district and establish priorities for addressing these issues;
- Seek a comprehensive understanding of the complex issues that impact soil and water, and assist in resolving the identified issues at the watershed, local, regional, state, and national levels;
- Engage in actions that will improve soil and water stewardship by use of locally led programs;
- Increase understanding among community leaders, including elected officials and others, of their role in soil and water quality protection and improvement;
- Foster discussion and advancement within the community of positions and programs by their district;
- Actively participate in the activities of the district and ensure district resources are used effectively and managed wisely; and
- Support and promote the advancement of districts and their capabilities.”

Requirements

- Provide financial and strategic governance for the organization.
- Be responsible for the proper expenditure and management of public funds.
 - Provide financial direction to the organization.
 - Review and approve annual budgets and grant agreements.
 - Review monthly treasurer reports.
 - Develop a working knowledge of the budgetary process and keep local officials informed about district programs.
- Prepare for and actively participate in monthly district meetings.
- Actively participate on district committees and in work groups.
- Adhere to state law (Conflict of Interest Act, Freedom of Information Act, etc.) and policies of the Virginia Soil & Water Conservation Board.
- Assure district representation at required meetings and events (Director orientation, FOIA & COIA trainings, regional meetings of districts, statewide meetings of districts)

Expectations

- Seek to understand local conservation issues as well as the priorities of citizens, local government, and other stakeholders.
- Represent the district to stakeholders through activities such as outreach, presentations, testimony, and participation at meetings and events
- Establish and implement District policies regarding natural resource conservation issues.
- Foster positive relationships with local, state, and federal officials to advance the district's mission.
- Meet training criteria as set forth by the district and the Virginia Soil & Water Conservation Board.
- Review the working documents of the district and become familiar with district programs, operations, and policies.
- Keep informed on current natural resource/conservation issues by reviewing district correspondence, documents and technical literature and relevant program manuals.
- Maintain open working relationships between staff, directors, and the board as a whole.
- Support work with a range of agencies and approach resolution of problems through teamwork.

Desired Qualifications

- Knowledge of agricultural, rural, and urban development and land use issues and associated conservation needs.
- Understanding of local, state, and national legislative processes.
- Technical background in environmental sciences, agriculture, and engineering.
- Experience working with governing boards and/or working knowledge of parliamentary procedures.
- Willingness to listen, learn and work with others.
- Willingness to cultivate the capacity of the board and recruit potential directors and associate directors.

Training

- Meet with the Conservation District Coordinator (CDC) of the Virginia Department of Conservation and Recreation (DCR) for basic director orientation.
- Attend Regional Director Orientation.
- Meet with representatives of cooperating agencies such as the Natural Resources Conservation Service (NRCS), Farm Services Agency (FSA), Virginia Cooperative Extension (VCE), and the Virginia Department of Forestry (DOF) to further the understanding of cooperative programs and relationships.
- Participate in field inspection of best management practices with district staff and CDC.

Compensation

The position of district director is unpaid. Directors are elected and appointed volunteers and receive no compensation. They can be reimbursed for travel and other associated expenses when conducting the work of the district.