

## **Duval Soil and Water Conservation District**

1010 N McDuff Avenue, Jacksonville, FL 32254

Third Wednesday of each month @ 8:00 a.m.



### **Duval Soil and Water Conservation “District Aid”**

Reports to Board Chairman

Estimated Hours – 5 per week

**PURPOSE:** To assist with the duties and tasks of the Duval Soil and Water Conservation District, an at-large elected board of five supervisors, with no party affiliation. The board meets once a month at the Duval County Extension Office. All meetings are noticed and open to the public. At no time will this position replicate or duplicate duties the supervisors are required to perform themselves, but will aid in the effective functioning of this elected agency through communication, research, and coordination.

### **Board Communications**

As an elected board, it is required by law that all board functions and activities are open to the public and that communication between supervisors be conducted in the sunshine, with advanced notice encouraging public participation. This means that communication between elected members is limited. Planning and programming for any activities outside of regularly scheduled board meetings can be a challenge. Research, organize, update, maintain, and enhance the contact lists, handbooks and guidance documents on soil and water issues for distribution to the board when pertinent for meeting agenda discussion.

### **District Support**

- Support supervisors as needed, including making phone calls, coordinating with the treasurer for treasurer reports, coordinating with the Chairman for annual report deadlines and filings, managing speaking engagements and logistics, distributing district information, photocopying and filing, and other duties as needed.
- Assist with special event coordination including registration, post-event acknowledgements and reporting, and event planning activities, as needed.
- Utilize district resources like Supervisors, the Association of Florida Conservation Districts, the Florida Conservation District Employees Association, Office of Agricultural Water Policy field staff, and the Natural Resources Conservation Service personnel assigned to the district as well as the National Association of Conservation Districts, the Association of Florida Conservation Districts, and local government policy to develop personnel management strategies and policies.

### **General Administrative Duties**

- Assist District officers in carrying out their duties, as requested, and conduct any responsibilities designated by the board of Supervisors.
- Take messages and relay them to the proper person.
- Assist with scheduling meetings and appointments.
- Keep a schedule of all events that concern the Board and bring it to their attention at the proper time.
- Receive and review mail. Sort supervisors’ mail for distribution and action.
- Answer routine correspondence that does not require the personal attention of the supervisors or district conservationist.
- Collect information from newspapers and other sources that may be of interest to employees and supervisors.
- Anticipate and determine the need for office supplies and equipment at the lowest possible cost to be purchased by the District, and order items upon approval of the board.
- Maintain the appearance of the office and work area.
- Records and Files
- Maintain a standardized filing system for the District.

- Maintain District property records.
- Keep records for award programs.

### **Plans and Meetings**

- Assist the Board in preparing the annual work plan.
- Assist with the planning and preparation for all District meetings.
- Prepare District board meeting notices and agendas in consultation with the board chairperson. Refer to the annual work plan when preparing Board Meeting agendas. Mail notices and agendas to the board members in advance of the meeting.
- Attend all Board meetings. Assemble, type, and distribute all regular and special meeting minutes.
- Forward copies of all District meeting minutes to the Office of Agricultural Water Policy, NRCS, and the AFCD.
- Answer questions and give information on the programs and services of the District.
- Assist in the preparation of educational events such as field days, tours, and special events.
- Assist in preparing newsletters and news releases concerning district activities.
- Order educational materials such as videos, booklets, brochures, etc.
- Assist landowners applying to the District Board for technical assistance.

### **Requirements**

- Attendance at our regularly scheduled monthly meetings;
- Strict adherence to the Sunshine Law;
- Completion of ethics training course (can be completed post-selection);
- Strong interpersonal and communication skills (both written and oral);
- Ability to effectively interact and communicate with a diversity of people and as a member of a team;
- Proven proficiency in Microsoft Word, Excel and Powerpoint.
- Proven ability to successfully handle multiple projects, meet critical deadlines, and work independently.

### **Benefits and Pay**

As with each elected member of this board, this is a volunteer position. Jointly, this board and its affiliate members work to protect the soil and water in Duval County through conservation funding, education and agricultural assistance programming. As a part of our team, you will see in the inner workings of the board, and help us to work towards this vision.

Send resume and letter of interest to Shannon Blankinship at [sblankinship@gmail.com](mailto:sblankinship@gmail.com)

Deadline: Rolling