

COOPERATIVE AGREEMENT

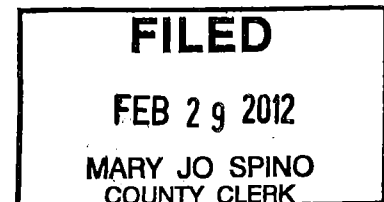
AN AGREEMENT by and between **JACKSON COUNTY, MISSOURI**, hereinafter called "the County" and **JACKSON COUNTY SOIL AND WATER CONSERVATION DISTRICT**, 1974 NW Copper Oaks Circle, Blue Springs, Missouri 64015, hereinafter called "Agency."

WHEREAS, the County recognizes the need for soil and water conservation; and,

WHEREAS, the Agency provides information on subjects relating to soil and water conservation and related activities, which insure the benefit and preservation of the road and bridge rights of way in Jackson County; and,

NOW THEREFORE, in consideration of the foregoing and the terms and provisions herein contained, the County and Agency respectively promise, covenant, and agree with each other as follows:

1. **Services.** Agency shall provide to Jackson County and its citizens the Natural Resource Conservation program, which shall include providing technical assistance for the design and layout of soil conservation structures and practices on Jackson County land, administrating cost-share program for conservation structures and practices, presenting soil conservation education programs, organizing and conducting training on urban erosion and sediment control, and providing natural resource expertise to the Jackson County Master Plan steering committee, all as is



more fully set out in the proposal and budget attached hereto as Exhibit A and incorporated herein by reference.

2. **Terms of Payment.** The County agrees to pay to Agency the total amount of \$16,940.00 in quarterly installments of \$4,235.00 each, with the first payment to be made upon execution of this Agreement. The remaining payments shall be made upon the County's receipt of the reports as set forth in paragraph 3 hereof. The County, through the Legislative Auditor, may approve adjustments to line items listed in Agency's budget/proposal contained in Exhibit A, in an amount not to exceed 10 percent of the total amount of the Agreement, so long as there is no additional total cost to the County.

3. **Reports.** Within 30 days after the conclusion of each calendar quarter under this Agreement, Agency shall submit a quarterly report, including cancelled checks and/or a copy of the face of the check and corresponding bank statements, invoices, and any other documents requested by the Director of Finance and Purchasing, to establish that the funds provided pursuant to this Agreement were used for the purposes set forth herein. The last quarter's report shall include an annual report which shall summarize all of Agency's activities pursuant to this Agreement. Agency's failure to submit this annual report shall disqualify Agency from future funding by the County.

4. **Submission of Documents.** No payment shall be made under this contract unless the contracting agency shall have submitted to the Director of Finance and Purchasing (1) a written proposal setting out in detail the intended use of the County's funding, including the target population to be served; (2) the agency's IRS Form 990,

from the previous fiscal or calendar year; (3) a statement of the agency's total budget for its most recent fiscal year; and, (4) a detailed explanation of actual expenditures of County funds (pertains to final payments and payments on contracts for future years.) If an agency has previously received County funding, to be eligible for future payments, an agency must submit either an audited financial statement for the agency's most recent fiscal or calendar year, by March 31 of the following year, or a certified public accountant's program audit of County funds, by January 31 of the following year. Any document described herein which was submitted to the Director of Finance and Purchasing as a part of an application for funding need not be resubmitted to qualify for payment. No payment shall be made if the contract agency is out of compliance on any other County contract.

5. **Equal Opportunity**. Agency agrees and assures that no person eligible for services shall on the ground of race, color, religion, national origin, sex, handicap, veteran status, or age be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination for any service funded by this Agreement. Furthermore, Agency agrees and assures that it will provide equal employment opportunities to applicants and employees and will not discriminate against them on the basis of race, color, religion, national origin, sex, handicap, veteran status, or age.

6. **Audit**. The County further reserves the right to examine and audit, during reasonable office hours, the books, and records of Agency pertaining to its finances and operations.

7. **Default**. If Agency shall default in the performance or observation of any

term or condition of this Agreement, the County shall give written notice setting forth the default and the correction required. If said default shall continue and not be corrected by Agency within ten days of its receipt of said notice, the County may, at its election, terminate the Agreement and withhold any payments not yet made. Said election shall not in any way limit the County's right to seek legal redress.

8. **Conflict of Interest.** Agency warrants that no officer or employee of the County, whether elected or appointed, shall in any manner whatsoever be interested in or receive any benefit from the profits or emoluments of this Agreement.

9. **Severability.** If any covenant or other provision of this Agreement is invalid or incapable of being enforced by reasons of any rule of law or public policy, all other conditions and provisions of this Agreement shall nevertheless remain in full force and effect and no covenant or provision shall be deemed dependent upon any other covenant or provision unless so expressed herein.

10. **Liability and Indemnification.** No party to this Agreement shall assume any liability for the acts of any other party to this Agreement, its officers, employees or agents and Agency shall indemnify, defend and hold the County harmless from any and all claims, liabilities, damages, costs (including reasonable attorney's fees directly related thereto) including but not limited to violation of civil rights and/or bodily injury to or death of any person and for damage to or destruction of property if and to the extent caused by the negligence, willful misconduct or omissions of Agency during the performance of this Agreement.

11. **Term.** This Agreement shall be effective January 1, 2012, and shall

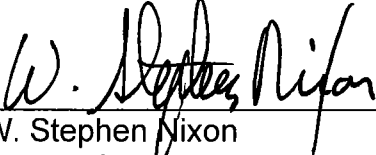
terminate on December 31, 2012. This Agreement may be terminated prior to that date by either party upon written notice, delivered thirty (30) days prior to the effective date of termination. If this Agreement is terminated by either party, the County shall pay only for those services actually performed by Agency as verified by the County's audit.

12. **Incorporation.** This Agreement incorporates the entire understanding and agreement of the parties.

(Signature page to follow)

IN WITNESS WHEREOF, the parties have executed this Agreement this 29
day of Feb., 2012.

APPROVED AS TO FORM:


W. Stephen Nixon
County Counselor

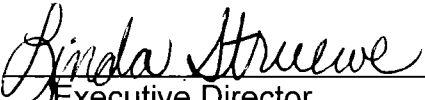
JACKSON COUNTY, MISSOURI

By: 
Michael D. Sanders
County Executive

ATTEST:


Mary Jo Spino
Clerk of the Legislature

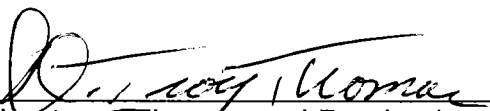
JACKSON COUNTY SOIL AND
WATER CONSERVATION DISTRICT

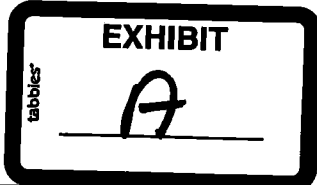
By: 
Executive Director
Federal I.D. No. 43-1195247

REVENUE CERTIFICATE

I hereby certify that there is a balance otherwise unencumbered to the credit of the appropriation to which this contract is chargeable, and a cash balance otherwise unencumbered in the treasury from which payment is to be made, each sufficient to meet the obligation of \$16,940.00 which is hereby authorized.


Date


Director of Finance and Purchasing
Account No. 004-7201-56789
7201 2012001



OUTSIDE AGENCY FUNDING REQUEST FORM 2012 BUDGET

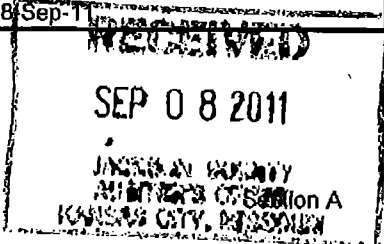
415 E 12th Street, 2nd Floor
Kansas City, MO 64106

Email: auditor@jacksongov.org

Section A: Organization or Agency Information	page 1
Section B: Agency's 2011 and 2012 Revenue Information	page 2
Section C: Individual Program Budget	page 3
Section D: Program Information	pages 4 - 8
Section E: Summary of Request by Program	page 9

Section A: Organization or Agency Information

Name:	Jackson County Soil and Water Conservation District		
Address:	1974 NW Copper Oaks Circle, Blue Springs, MO 64015-8300		
Phone No:	816-228-1836 x 3	Fax:	816-229-2384
Website Address:	www.swcd.mo.gov/jackson		
Federal Tax ID No:	43-1195247	Fiscal Year Cycle:	July 1 through June 30
Executive Director:	Melvin Dickmeyer (Chairman)		
Name and Title of Principal Contact Person:	Linda Struwe		
Phone No:	816-228-1836 x 3	Email Address:	linda.struwe@swcd.mo.gov
Submittal of this request has been authorized by:	Board of Supervisors		
Date:			



Section B: Agency's 2011 and 2012 Revenue Information

Agency's 2012 Projected Revenue Information			
Funding Entity	Agency's 2012 Total Projected Revenue Source You Will Request 2012 Funding From	Projected Amount	% of Total Revenue
Federal		\$ -	0
State	Missouri Department of Natural Resources	\$ 78,316	81
Jackson County	Jackson County Legislature	\$ 16,940	18
Other Counties		\$ -	0
City		\$ -	0
Charity/Donations	Landowner Donations	\$ 600	1
Fundraisers		\$ -	0
Other	Interest, Workshops, Private Sector Grants	\$ 600	1
2012 Total Projected Revenue		\$ 96,456	

Agency's 2011 Revenue Information			
Funding Entity	Agency's 2011 Total Revenue Source You Received Funding From	Amount	% of Total Revenue
Federal		\$ -	0
State	Missouri Department of Natural Resources	\$ 78,316	81
Jackson County	Jackson County Legislature	\$ 16,940	17
Other Counties		\$ -	0
City		\$ -	0
Charity/Donations	Donations	\$ 705	1
Fundraisers		\$ -	0
Other (please list)	Interest and Workshops	\$ 919	1
2011 Total Revenue		\$ 96,880	

If your agency received funding from Jackson County in 2011, please identify the funding source, amount and program name below.

Jackson County Funding Source	Yes	No	Amount	Program Name
COMBAT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Mental Health Levy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Board of Services for Developmentally Disabled	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Domestic Violence Board	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Housing Resources Commission	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Outside Agency Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 16,940	Natural Res. Conservation
2011 Total Jackson County Funding			\$ 16,940	

Did your agency receive funding or resources in 2011 from either of the following?

Mid America Regional Council	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -
Harvesters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -

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Section 9
MNR 2011 0710

Section C: 2012 Program Budget

Complete a separate program budget for each program your agency is applying for funding.

Agency Name: Jackson County Soil and Water Conservation District

Program Name: Natural Resources Conservation

Personal Services			
For each salary request below please attach a job description or duties.			
Position / Title	Total Salary	% of Salary to be funded by Jackson Co.	Amount of Salary to be funded by Jackson County
Program Specialist II/Info Ed	32,177	22%	\$ 7,079
			\$ -
Technician/Info Ed	23,878	10%	\$ 2,388
			\$ -
			\$ -
			\$ -
Total Salaries			\$ 9,467
Total Benefits (Retirement & taxes based on above) Insurance, travel			\$ 6,633
Total Personal Services			\$ 16,100
Contractual Services			
Program Audit (Ralph C. Johnson & Co.PC, CPA)			\$ 840
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Contractual Services			\$ 840
Supplies			
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Supplies			\$ -

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JACKSON COUNTY
NATURAL RESOURCES
KANSAS CITY, MISSOURI

Total Program Request \$ 16,940

Section D: 2012 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: Jackson County Soil and Water Conservation District

Program Name: Natural Resources Conservation

Proposed Program

Detail functions to be performed by each program.

(1) Provide technical assistance for the design and layout of soil conservation structures and practices on Jackson County land. (2) Adminstrate cost-share program making available \$120,000 of state funding for FY-12 to Jackson County landowners for conservation structures and practices. (3) In June, Jackson County SWCD purchased a Inflatable Soil Tunnel with a info/ed grant. The proposed program is to take the soil tunnel and other activities to schools in Jackson County to use as a tool to help children understand the importance of soil for their food and their very existence. Jackson County Soil and Water also puts on education programs for youth and adults at Jackson County Parks and Recreation, Kemper Outdoor Education Center and other county venues such as the Fire Prairie Creek Wetland and Rotary Youth Camp. This year we will also attend Teacher Appreciation Day at the KC Zoo, Earth Week at Science City In Union Station and any other event that we're invilted to share our knowledge on soil. (4) Organize and conduct training on urban erosion and sedlment control for developers, contractors, and builders in cooperation with J

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Section D
JACKSON COUNTY
MISSOURI

Section D: 2012 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: Jackson County Soil and Water Conservation District

Program Name: Natural Resources Conservation

Participants

Identify the number of participants by County that each program serves.

Jackson, MO	5,000
Clay, Platte, Cass, MO	
Wyandotte, Johnson, KS	
Other Missouri	

Target Population

Describe target population and demographics to be served by each program.

Our district serves wide ranged and varied populations including landowners, farmers, teachers, students, government officials, engineers, developers, regulatory personnel, environmentalist, civic organizations, and youth groups. Specific Audiences are targeted for specific programs and events.

Would you provide these services to anyone at your door? Yes Answer Yes or No

Is anyone denied services? No Answer Yes or No

What level of indigents (below poverty level) do you serve? Few

Please classify your program from the following types by percentage of your agency's overall service

Senior Program NA

Indigent Program (Below Poverty Level) NA

Senior Indigent Program NA

What criteria do you have for the clients you serve?

Everyone can receive advice on erosion.

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JACKSON COUNTY
NATURAL RESOURCES
CONSERVATION DISTRICT

Section D: 2012 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: Jackson County Soil and Water Conservation District

Program Name: Natural Resources Conservation

Service Delivery Area

Identify your specific geographic service delivery area for each program.

Programs are conducted within Jackson County. Classroom presentations are held at the Jackson County Kemper Outdoor Education Center, Blue Springs, Buckner Wetland, in Buckner, Schools all over Jackson County, Union Station in Kansas City on Earth Day, and Teacher Appreciation at the KC Zoo; Protecting Urban Soil and Water Workshops have been held in Lee's Summit, Independence, Blue Springs, Sibley and Kansas City; and Horse Sense Workshops have been held in Independence. Resources are also provided for the Girl Scout Leaders Training in Kansas City.

Fund Separation

Indicate what measures your agency will take to ensure that funds received from Jackson County will be utilized for the benefit of Jackson County residents.

The programs for which the district receives Jackson County funding are conducted at venues located within Jackson County. They are specifically designed for Jackson County residents, for example, landowners, farmers, students, contractors, developers and others. The geographic jurisdiction of the Jackson County Soil and Water Conservation District restricts district activity to Jackson County.

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Section D

Section D: 2012 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: Jackson County Soil and Water Conservation District

Program Name: Natural Resources Conservation

Approach & Method

List the top three (3) objectives for each program.

1. Provide technical assistance and cost-share funding to get soil and water conservation practices on Jackson County land.

2. Increase conservation awareness and knowledge to facilitate implementation of soil and water conservation practices.

3. Remain in compliance Chapter 6, Jackson County Code, and with Executive Order 04-18.

Detail specific methods you will use to achieve these objectives.

(1) Follow established technical standards and specifications. (2) Employ workshops, presentations, tours, newsletters, demonstrations, displays, and more. (3) Complete annual training and reports, contract with a CPA to use standard accounting procedures for a program audit.

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JACKSON COUNTY
Section D

Section D: 2012 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: Jackson County Soil and Water Conservation District

Program Name: Natural Resources Conservation

Evaluation

How can the success of each program be evaluated?

Indicate performance measures or statistics you will use to demonstrate the success of each program.

Technical performance will be evaluated by the number on conservation practices and structures placed in service. Additionally, the Quality Assurance Program of the USDA Natural Resources Conservation Service will be employed for evaluation. Information/education programs will be evaluated by tracking participation in each program as well as soliciting feedback from target audiences through evaluation forms and surveys. The success of the program audit will be evaluated by the certified public accountant conducting the audit.

Notification

How will your organization make clients, the public and the media aware of the generous taxpayer funding received from Jackson County? (Please attach any examples)

The Jackson County Legislature is recognized as a sponsor of district programs and activities in our district informational brochure, on specific workshop brochures, in our quarterly newsletter, and on our Website. Verbal recognition has been given at district events and Jackson County employees have been included on event programs.

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Section D
JACKSON COUNTY
SOIL AND WATER CONSERVATION DISTRICT

POSITION DESCRIPTION OF CONSERVATION EDUCATION DIRECTOR

The Conservation Education Director is an employee of the Jackson County SWCD Board of Supervisors and is subject to their direction. The duties of the CED include, but are not limited to the following:

I. Promote soil and water conservation through education

- Create and deliver educational presentations on soil ,water and related resource conservation for groups including district cooperators, organizations, students and others
- Provide in-depth teacher training through workshops, courses, newsletters, on-line services, etc.
- Secure funding for and conduct informational events, such as meetings and workshops, for producers, landowners, developers, engineers, government officials and others who can potentially influence soil conservation
- Secure funding for and conduct the Conservation Poster Contest
- Promote and maintain the Conservation Education Lending Library
- Disseminate conservation information through publishing the *Conservation Courier* newsletter and media releases
- Continue to develop and promote the use of the Buckner Educational Wetland
- Cooperate with the District Conservationist in promoting and maintaining the Neighbor-to-Neighbor program
- Serve as a District representative for MAACD to amplify the District's urban conservation thrust
- Create and man education displays to increase conservation awareness at major events and activities
- Photograph conservation practices and structures for educational purposes
- Promote Soil and Water Stewardship Week as an information/education opportunity

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JACKSON COUNTY

AUGUSTUS COUNTY

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**Soil and Water Conservation District
Administrative Policies and Procedures**

Chapter 4 Employment

Position Descriptions	Effective date	Revised
Number: 4.01-03	January 1, 2009	March 11, 2009

TITLE District Technician II

Position Allocation \$27,768-\$39,041.60

Allocation Hours 2080

Hourly Rate \$13.35-\$18.77

DEFINITION

This position is responsible for performing technical duties for the soil and water conservation district. Work involves providing technical assistance to district landowners and cooperators in the area of soil and water conservation. This position requires the employee to have the ability to certify, design, and technically sign cost-share claims for certain conservation practices based on NRCS design standards and specifications. Work is performed under supervision from the district board of supervisors.

The funding and placement of this position will be based on the need for additional certification and the ability to sign cost-share claims in that specific county/region and approval by the Department of Natural Resources, Soil and Water Conservation Program Director. In order for a district to receive this funding, a verification will be performed assessing that individual skills in certifying conservation practices requirements of the NRCS Field Office Technical Guide and receive approval from the Department of Natural Resources, Soil and Water Conservation Program Director. Certification can be obtained in the following areas. Nutrient Management, Pest Management, Structure Design, Pipeline/Irrigation Design, Grazing Management, Woodland Management, and Accounting and Cost-Share Data Entry.

DUTIES AND RESPONSIBILITIES

Advises landowners on installing and maintaining soil and water conservation practices and systems within the soil and water conservation district.

Responsible for planning, staking, designing, and check-out of conservation practices while following Soil and Water Districts Commission policies and NRCS design specifications.

Responsible for the technical certification and signing of cost-share claims of certain practices based on NRCS design standards and specifications.

Assists with various district programs and activities.

Compiles technical information to assist the district board in their needs reporting, decision-making, and policy-setting functions.

Develops and maintains the district's needs assessment.

Responsible for report writing and developing conservation plans.

Performs district's annual maintenance follow-up on completed conservation practices.

Performs duties in accordance with the cooperative working agreement between NRCS, the Soil and Water Districts Commission and the soil and water conservation district board.

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Soil and Water Conservation District Administrative Policies and Procedures		
Chapter 4 Employment		
Position Descriptions	Effective date	Revised
Number: 4.01-03	January 1, 2009	March 11, 2009

EXAMPLE OF KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of computer systems and software.
- Knowledge of current environmental issues, principles, techniques, and terminology.
- Ability to navigate NRCS computer programs (ArcGis, Toolkit, Engineering, etc).
- Ability to use NRCS Engineering Field Manuals and Field Office Technical Guide to design practices.
- Ability to read, interpret, and apply soils data, aerial photos, topographic maps, policies, standards, and specifications for use in laying out conservation practices.
- Ability to effectively demonstrate soil-sampling procedures.
- Ability to use and maintain technical field equipment (i.e.: GPS, survey equipment, soil probe, etc.).
- Ability to keep accurate technical notes documenting practice information.
- Ability to establish and maintain working relationships with co-workers and the public.
- Ability to communicate effectively.
- Ability to work independently and to exercise sound judgement and discretion.
- Ability to accurately complete assignments within specified timeframes.
- Ability to work outdoors under all types of weather conditions.
- Ability to travel over rough and uneven terrain.

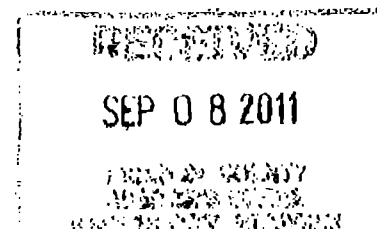
EXPERIENCE AND EDUCATION QUALIFICATIONS

To be eligible for this position, candidates must first obtain the following general certifications.

- Certified Conservation Planner
- Baseline Conservation Practice Certification

The District Technician II position requires the employee to have the ability to technically certify and sign cost-share claims for certain practices based on NRCS design standards and specifications. The incumbent of this position must obtain practice approval certification.

Salary for this position will be based on the number of duties, experience, and certifications with a special emphasis on the number of practices the employee has signing authority for.



**Soil and Water Conservation District
Administrative Policies and Procedures**

Chapter 4 Employment

Position Descriptions	Effective date	Revised
Number: 4.01-03	January 1, 2009	March 11, 2009

TITLE District Program Specialist II

Position Allocation \$25,118- \$34,908

Allocation Hours 2080

Hourly Rate \$12.08-\$16.78

DEFINITION

This position is responsible for performing management and administrative duties for the soil and water conservation district. Work involves responsibility for making decisions based upon Soil and Water Districts Commission and district board policy. This individual has been given the sole responsibility by the board of supervisors for accountability of the parks, soils and water sales tax funds distributed to the district for the cost-share, AgNPS SALT, district grants and the Equipment Rebate Program. Work is performed under supervision from the district board of supervisors.

DUTIES AND RESPONSIBILITIES

Responsible for managing the state cost-share/ AgNPS SALT funds for the district

Responsible for accurately preparing cost-share applications, amendments, and claim forms in a timely manner.

Responsible for managing cost-share funds according to commission and board policies.

Responsible for coordinating and organizing district field days, tours, pasture walks, annual meeting, radio interviews and grazing schools to increase landowner interest in the cost-share, AgNPS SALT and the Equipment Rebate Program.

Responsible for the preparation of the AgNPS SALT semi-annual progress report for district Board approval and submission to the Soil and Water Districts Commission.

Responsible for explaining the availability and the purpose of the state programs to landowners.

Prioritize the need for conservation work within the district based on district board policy and recommends actions and programs to meet these needs.

Performs duties in accordance with the cooperative working agreement between NRCS, the Soil and Water Districts Commission and the soil and water conservation district.

Responsible for generating cost-share reports to provide information to the board for decision making.

Responsible for managing the district assistance grants and AGNPS SALT grants

Responsible for timely data entry into the computerized accounting program to track all income and expenses for the district.

Responsible for preparing monthly, quarterly, and annual financial reports for district board approval and submission to the Soil and Water Districts Commission.

Verify that all expenditures are eligible according to the state constitution, commission policy, and district board policy.

Verify that all receipts and disbursements have proper supporting documentation.

Preparing checks for signatures, balancing checkbook, and preparing deposits for review and approval by the district board of supervisors.

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BOARD COUNTY
MANAGER

Soil and Water Conservation District Administrative Policies and Procedures		
Chapter 4 Employment		
Position Descriptions	Effective date	Revised
Number: 4.01-03	January 1, 2009	March 11, 2009

Responsible for payroll processing, which includes maintaining payroll records, tax files, and timesheets

Researches assigned issues, compile program or fiscal information, prepares reports, spreadsheets, and/or databases to provide information for the district board in their decision-making and policy-setting functions.

Prepares a budget for review and approval by the district board.

Maintains yearly records requiring limited knowledge of governmental audit requirements in accordance with established district procedure.

OTHER DUTIES AND RESPONSIBILITIES

Purchases project related supplies and equipment.

Responsible for correspondence involving district board policy regarding the cost-share, AgNPS SALT, district grants and the Equipment Rebate Program.

Serves as receptionist for the soil and water conservation district office through answering phone calls and meet the general public in a courteous and helpful manner.

Responsible for district correspondence, newsletters, newspaper articles, and other material necessary for the operation of the office.

Processes and distributes mail according to established procedures.

Maintains files according to established systems and prepares records for storage and/or archiving.

Prepares an annual report, annual plan of action, needs report, and long range plan for review and approval by the district board.

EXAMPLES OF KNOWLEDGE, SKILLS AND ABILITIES

Introductory knowledge of computer systems and software.

Intermediate knowledge of office practices, procedures and equipment.

Intermediate knowledge of business math, grammar, composition, and spelling.

Intermediate knowledge of the principles of office management.

Intermediate knowledge of accounting methods and principles.

Ability to understand and apply federal, state and district regulations, policies and procedures.

Ability to maintain a high level of discretion when dealing with sensitive/confidential information.

Ability to establish and maintain records, filing systems, and compile data.

Ability to prepare spreadsheets and reports.

Ability to accurately complete assignments within specified timeframes.

Ability to develop and implement procedures from general instructions.

Ability to establish and maintain working relationships with co-workers, conservation partners and the public.

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SOIL AND WATER CONSERVATION DISTRICT

**Soil and Water Conservation District
Administrative Policies and Procedures**

Chapter 4 Employment

Position Descriptions	Effective date	Revised
Number: 4.01-03	January 1, 2009	March 11, 2009

Ability to communicate effectively.

Ability to work independently and exercise sound judgement and discretion.

EXPERIENCE AND EDUCATION QUALIFICATIONS

Two or more years of experience in fiscal or budgetary controls, procurement, accounting or bookkeeping, or closely related activities, and possession of a high school diploma or GED certificate. Education can be substituted for required experience.

