



## **Assistant Manager**

The Assistant Manager coordinates the operations of the district, working directly under the direction of the District Manager. Duties include field planning and operations, customer service, record keeping and clerical work, sales, facility maintenance and grounds, hiring and supervision of seasonal staff, and supervising retail operations. This position is required to lift 50 lbs and have some mechanical aptitude, including driving tractor on occasion and calibrating the grass drill. Must comply with the conditions of a drug free workplace.

This position is a fast-paced position, especially in the spring. It requires overtime during planting season, in spring and fall, sometimes working on Memorial Day or Labor Day weekends. Otherwise, the position is generally M-F, FT, 40 hours per week, with overtime anticipated in busy months. A degree in natural resources or agriculture is not required, but the ability to relate to our customers, who are primarily agricultural, is very important. This position's pay was recently updated to \$23 per hour over 2,080 hours per year. Regarding pay, it is important to note that the position has potential to make more with the growing success of District and satisfactory job performance. Overtime is 1.5 times the hours over 40 worked in a work week and converted into PTO comp time to use at a later date. Health insurance is paid at 100% for a single employee policy upon employment. Family can be added at the employee's expense. 3% Retirement match with Edward Jones after 90 days of satisfactory performance. Most state holidays are paid time off, snow day pay, paid sick leave. Vacation/sick accrual is 4 hours every 2 weeks.

The assistant manager will:

1. Provide a high level of Customer service to clients and customers of the district. Establish relationships with everyone who contacts our office. Provide follow-up to clients.
2. Provide co-workers with a friendly work environment where communication, teamwork, and morale are a priority.
3. Take initiative on general maintenance and operations of the facility and grounds, including any work needing to be done. Includes equipment procurement, building and ground's general maintenance, snow removal , special improvement projects, signage, lawn care, etc. Maintain equipment, including vehicles, along with insurances.
4. Coordinate and directly supervise all field operations to complete District Services work. Be familiar with all aspects of field operations -- from equipment

- to design specifications. Hire seasonal staffing and supervise seasonal office assistant. HR management of seasonal staff, including drug testing, I-9's, etc. Sign payroll and review timesheets for seasonal staff.
5. Plan tree plantings and send out estimates and contracts to clients. Order trees and supplies. Schedule plantings and supervise installation of them onsite (request one-call line location, supplies, supervise planting/fabric crew). Inspect plantings upon installation. Conduct tree survival counts in the late summer. Troubleshoot survival issues and collaborate with District Manager as needed for technical support.
  6. Coordinate CRP grass plantings and send out estimates and contracts to grass planting clients. Order seed. Arrange for staff to install practices. Inspect sites and results of installed practices. Follow up with landowners.
  7. Plan, manage and supervise retail operations, working collaboratively with seasonal office assistant on orders and inventory. Maintain cooler and coordinate tree order processing procedures. Monitor storage condition of trees. Troubleshoot issues with quality or quantities needed for jobs. Discuss trees with customers and visit customers who have past plantings.
  8. Schedule deliveries of supplies (seed, trees, shop supplies).
  9. Bill clients in QuickBooks for district services after the completion of jobs. Provide reports requested by the District Manager or Board of Supervisors on sales and inventory. Track the operations and sales revenues and expenses.
  10. Complete basic financial activities of the district, including bank deposits, bill paying, general record keeping and filing in the months without the office assistant. Provide our CPA with information for QuickBooks accounting and payroll monthly. Provide CPA with sales tax info annually.
  11. Collaborate with CPA to prepare annual audit info for the State of ND Tax Department.
  12. Maintain district property records, keep up to date on insurances, registrations for vehicles, etc.
  13. Process requests for cost share assistance and initial setup of producer files.
  14. Coordinate requests for technical assistance from clients to the appropriate conservation resource person (District Manager, Extension, or NRCS, etc). Forward messages and correspondence from conservation partners and prospective partners to the Conservation Program Manager for follow up.
  15. Prepare and distribute materials for monthly board meetings. Record district board meeting minutes.
  16. Conduct public outreach, including Facebook and Twitter. Manage website, advertise events in newspaper, and market district activities. Design district newsletter. Convert recipients to electronic form to reduce costs of publication. Set up fair booth at county fair.
  17. Plan an annual banquet. Make reservations for the annual convention. Assist

- with organizing tours. Assist with planning ECO ED in September. Provide educational presentations to the public once or twice a year.
18. Assist District Manager in maintaining District's policy manual, supervisor's manual, and track supervisor training.
  19. Complete additional duties as assigned by upper management.

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