

## ADMINISTRATIVE ASSISTANT

Full time Administrative Assistant Position. Position requires individual with excellent oral and written communication skills. Preferred experience with Microsoft Office and QuickBooks is required. Position description can be picked up at the Maryland Hwy. office between the hours of 8:00am 4:30pm weekdays and also at [www.garrettscd.org](http://www.garrettscd.org). Submit current resumé to the Garrett Soil Conservation District, c/o Chris Herbert, 1916 Maryland Highway, Suite C, MT Lake Park, MD 21550. Hourly-rate salary will be negotiable based on experience. Skills testing, background check and drug screening required prior to employment. **No phone calls please.** Résumés will be accepted until May 13, 2022 at 4:30pm. An equal opportunity employer.

# Garrett Soil Conservation District Position Description

## **Administrative Assistant**

This position is located at the Garrett Soil Conservation District in Garrett County, Maryland. Employee will serve the staffs of the Garrett Soil Conservation District Board of Supervisors, USDA Natural Resources Conservation Service (NRCS), and Maryland Department of Agriculture (MDA), Office of Resource Conservation. Employee is under the direct supervision of the District Manager. Request for assistance may come from District Board of Supervisors, District Manager, District Conservationist, and office staff.

This is an administrative support position requiring expert knowledge of modern principles of office management and administration. Essential job functions will be to provide office administrative support, business office management, Board of Supervisors support, fiscal management, and incentive program support.

The position serves as the office receptionist, cordially greeting and assisting visitors and directing them to an appropriate staff member. Contacts include developers, engineers, landowners, and other individuals and representatives from Federal, State, and County Governments, staff members of NRCS and MDA, news media, contractors, and consultants. Contacts with the public may be in person, in writing, or by telephone. Contacts will be daily to provide information, or to explain procedures for the Urban Program, Maryland Agricultural Water Quality Cost-Share Program, and USDA Programs.

Some decisions and recommendations are made independently adhering to established District policies and precedents and others will be made in consultation with District Manager or Board of Supervisors. The position understands and follows oral and written instructions and shows resourcefulness in solving new problems. Position must establish and maintain satisfactory working relationships with other employees, partners, and the public.

This position is a Regular Full-Time Employee.

## **ESSENTIAL JOB FUNCTIONS AND OTHER ASSIGNED DUTIES**

### **Administrative Support**

Fulfills the role of an advanced secretary in support of the mission, goals, and objectives of the Garrett Soil Conservation District.

Serves as receptionist; receiving telephone calls and visitors and responding in a courteous, positive, and professional manner to provide service and promote water quality programs.

Provides administrative support for the Urban Program by maintaining electronic data base and coordination of erosion and sediment control plan review process.

Assists with District events and public activities (fair, school, Annual Cooperator's Dinner, etc.)

Schedules meetings and appointments for supervisors and staff maintaining office efficiency by fostering effective use of time.

Prepares correspondence, reports, forms and other related items as requested for office staff and District Supervisors maintaining efficiency and professionalism by using proper English grammar and business techniques.

Makes travel arrangements for staff as requested.

Receives incoming correspondence and information for the office staff and distributes the information using established routing procedures and job responsibilities.

Assists staff with making copies and organizing file folders as needed.

Schedules equipment use for the District's equipment rental program.

### **Business Office Management**

Helps management develop, revise, and implement office procedures.

Manages filing system to provide easy access and retrieval of information by self and others through organizing and maintaining the system according to MDA, NRCS, and SCD records procedures.

Manages the electronic data filing system for the Garrett Soil Conservation District.

Provides administrative support to district outreach activities, such as maintaining and updating the District website and social media pages and assisting with development of District newsletter as directed.

Develops and maintains contact/ mailing list of cooperators/clients for group mailings.

Maintains property inventories.

Maintains supplies for the office in consultation with the District Manager and District Conservationist by following procurement procedures as set forth by the District, MDA, and NRCS to ensure that the necessary resource material is always available.

### **Board of Supervisors Support**

Attends monthly Board meetings at the time designated by the District Board of Supervisors. This may involve evening or night meetings.

Acts as recording secretary for the Board of Supervisors at the monthly Board meeting and any special meetings as required.

Prepares the Board meeting minutes for review by the District Manager and District Conservationist and finalizes for Board approval.

Prepares and sends Board of Supervisors meeting packets.

Prepares expense and payment records for members of the Board of Supervisors.

Arranges registration, lodging, travel, and reimbursement for members of the Board of Supervisors.

Maintains attendance records.

Publicizes District meetings in accord with public meetings laws and regulations.

### **Fiscal Management**

Maintains financial records according to established District, MDA, and other accounting procedures utilizing QuickBooks accounting software.

Prepares checks for Treasurer's signature.

Maintains checkbook and register.

Bills and maintains accounts receivable and payable for District equipment rentals.

Prepares monthly financial statement for Board of Supervisor review and approval.

Coordinates with District Accountant to produce reports, analyses and required reports.

Maintains important and confidential records, schedules, and expense accounts.

### **Program Support**

Prepares documents associated with the Maryland Agricultural Water Quality Cost-Share Program and USDA cost-share programs.

Assists the District Manager, District Conservationist, and other office staff with the preparation of various reports required to administer District, State, and Federal programs.

Enters, updates, verifies, and retrieves data using computer data base or spreadsheet software for MDA and NRCS applications.

Relieves the District Manager and technical staff of operational details by assembling, compiling and summarizing data into a concise form.

Provides information to callers regarding program sign-up and procedures.

Schedules farmer visits for program sign-up and reporting (i.e., Cover Crop Program).

Enters cover crop data into the SQL database.

Organizes and tracks the submission of required paperwork (e.g., NM Certification form).

Assists with the MACS recordation process.

### **Other**

Perform all other miscellaneous related duties as directed by the District Manager and District Conservationist.

May supervise lower-level clerical employees, volunteers, interns.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of business English, spelling, punctuation, and grammar;

Working knowledge or ability to quickly learn QuickBooks accounting software;

Knowledge of principles of office management, administration, and equipment;

Skill in operating a personal computer utilizing all Microsoft Office programs;

Skill in utilizing the internet and Google Services;

Ability to perform duties of receptionist, secretary, and bookkeeper;

Ability to understand and follow oral and written instructions;

Ability to make arithmetical calculations rapidly and accurately;

Ability to prepare important reports and tabulations from maintained records;

Ability to deal with officials, public, and co-workers in a courteous and tactful manner;

Ability to coordinate and work with local, state, and federal agencies and programs; and  
Ability to maintain confidentiality of records, reports, and other material.

### **MINIMUM QUALIFICATIONS**

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: Three years administrative experience or an advanced administrative training certificate/ degree.

#### **Notes:**

- 1.) Thirty credit hours with a major in secretarial science or office technology from an accredited college may be substituted at the rate of thirty credits for one year of experience for up to two years of the required experience.
- 2.) An associate degree in administrative / secretarial science and one year administrative / secretarial experience may substitute for the required experience.
- 3.) Candidates may substitute U.S. Armed Forces military service experience as a non-commissioned officer in Administration classifications or Administrative, Clerical, or Office Services specialty codes in the Administrative Support field of work on a year-for-year basis for the required experience.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects, and controls. Physical capability to effectively use and operate various items of office equipment, such as, but not limited to a personal computer, calculator, copier, and fax machine.

### **WORK ENVIRONMENT AND CONDITIONS**

Ninety percent of the work is accomplished within the field office. Employee will be required, on occasion, to assist the District Manager or other staff member with projects outside the office with educational/informational activities. A driver's license valid in MD is required.

Work involves special physical demands such as lifting 50 pounds or more. This position requires lifting of equipment, display boards, manuals, etc.

### **TIME AND ATTENDANCE**

Normal workday is considered an eight (8) hour day and will begin at 8:00 a.m. and end at 4:30 p.m. Monday through Friday. An allowance of ½ hour will be made for lunch. Occasional modification and or variances may be approved by District Manager. Long term variances shall be approved by the GSCD board of supervisors.

Annual leave and sick leave are approved through the District Manager in accordance with District policy and SCHEDULE A attached to the most current EMPLOYMENT AGREEMENT. The GSCD Board of Supervisors currently meets the third Tuesday of each month. Employee is required to attend these meetings and other special meetings and

events, as scheduled by the Board. Special meetings and events may be scheduled outside normal workhours.

The GSCD periodically provides administrative support to the Maryland Association of Soil Conservation Districts at their annual summer and/or winter meetings during August and February, respectively. These meetings are held at various locations in Maryland and may require overnight trips for this position to provide this administrative support. All expenses associated with this duty will be the responsibility of the District.

### **TRAINING**

Employee will participate in appropriate training programs as provided by the MDA, NRCS, and SCD, as well as any training approved by the Board of Supervisors.

### **CIVIL RIGHTS RESPONSIBILITIES**

As District Administrative Assistant, provide leadership and guidance to assure that delivery of District programs and services are carried out without regard to race, color, national origin, religion, sex, age, marital status, or handicap.

Approved: Garrett Soil Conservation Board of Supervisors

Date:

Signed: James R. Stanton, Chair

## **PERFORMANCE EVALUATION AND STANDARDS**

Employee will be on probation for six months from date of employment at which time an evaluation of job performance will be conducted by the District Manager and District Conservationist. Annual performance evaluations thereafter will be made in June of each year. All evaluations will be made by the District Manager. The District Manager will review the probationary report and all evaluations with the Board of Supervisors. With their concurrence the evaluation will become final. Performance standards will be utilized by the District Manager, District Conservationist, and District Supervisors as one tool to evaluate employee performance.

### **Administrative Support**

#### **Exhibits a working knowledge of current office practices, procedures, and equipment using computers and various pieces of business equipment.**

- i. **Outstanding** – Information retrieval and compilation from many sources are accurately and readily accomplished on an independent basis.
- ii. **Meets Standards** – Information retrieval and compilation from many sources are accurately and readily accomplished with assistance from supervisor on two or less sources.
- iii. **Unsatisfactory** – Information retrieval and compilation from a source is not accurate and not accomplished without assistance from supervisor.

#### **Maintains contact with public and private executives, as well as federal, state and local political officials, as dictated by the current needs of the district.**

- i. **Outstanding** – Maintains personal and direct contact with public and private executives, professional staff, and officials on an on-going basis. Maintains a record/log of contacts (less than 2 working days behind); Record/log is 100% accurate.
- ii. **Meets Standards** – Maintains frequent contact with public and private executives, professional staff and officials by phone, mail, or other media on a quarterly basis. Maintains a record/log of contacts (less than 4 working days behind); Record/log is 100% accurate.
- iii. **Unsatisfactory** – Fails to maintain contact with professional staff or other officials by phone, mail or other media throughout the year.

#### **Provides assistance to callers and walk-in customers regarding rules, regulations, operations and procedures governing agency operations.**

- i. **Outstanding** – Answers inquiries with information that is 100% accurate, provides information and guidance that meets MDA/USDA/SCD guidelines, refers to correct contacts as appropriate. Responds immediately. Fully understands all functions of agencies, as well as all unit activities and specialized terminology.
- ii. **Meets Standards** – Answers inquiries with information that is 100% accurate, provides information and guidance that meets MDA/USDA/SCD guidelines, refers to correct contacts as appropriate. Responds within four hours of contact for phone requests. Demonstrates a comprehensive understanding of SCD and agency functions, activities and specialized terminology.
- iii. **Unsatisfactory** – fails to respond to questions. Does not understand many basic functions and activities of the unit or agency; much of the specialized terminology is not understood.

**Maintains positive working relationships with employees, outside customers, and cooperating agencies to promote soil and water quality programs with a positive and professional attitude.**

- i. **Outstanding** – Independently provides support and guidance to staff/customers/cooperating agencies. Support and guidance is accurate and up to date. Contributes constructive ideas to management that have major impact on relationships and functioning of the office.
- ii. **Meets Standards** – Provides support and guidance to staff/customers/cooperating agencies with assistance from supervisor. Support and guidance is accurate and up to date. Consistently keeps supervisor informed of key developments and/or delays. Frequently contributes ideas and suggestions.
- iii. **Unsatisfactory** – Rarely provides support to staff/customers/cooperating agencies without assistance from supervisor. Support is not provided in a positive manner. Seldom completes additional tasks requested by staff. Rarely contributes ideas and suggestions. Use of idle time negatively impacts work. Never contributes ideas and suggestions.

**Develops and maintains spreadsheet for reporting of stormwater and sediment control permit violations to the Maryland Department of the Environment.**

- i. **Outstanding** – Develops, maintains, and improves on a routine basis reporting method and data collection of stormwater and sediment control permit violations to the Maryland Department of the Environment. Provides report to MDE within four working days at the end of each quarter. Data/reports is 100% accurate.
- ii. **Meets Standards** – Maintains spreadsheet for reporting of stormwater and sediment control permit violations to the Maryland Department of the Environment. Provides report to MDE within 7 working days at the end of each quarter. Information is 100% accurate.
- iii. **Unsatisfactory** – Spreadsheet maintained for reporting of stormwater and sediment control permit violations to the Maryland Department of the Environment. Provides to MDE past required time frame more than two times per year and/or Information inaccurate.

**Organize and help coordinate annual cooperators picnic. Help establish caterer, menu, and ordering of supplies for picnic, responsible for developing and maintaining a spreadsheet for tracking reservations as they are received; responsible for all accounts receivable, accounts payable, and a final summary for the annual cooperators picnic; collect and deposit funds and pay invoices from the event; compose and sign thank you letters to appropriate contacts and follows up on methods to improve event.**

- i. **Outstanding** – N/A
- ii. **Meets Standards** – Promotion, organizing and execution of event concluded without any errors; funds fully accounted for and handled within standard business protocols; performed on an independent basis except where noted.
- iii. **Unsatisfactory** – Promotion, organizing and execution of event concluded with errors of 6% or more; funds not fully accounted for, and unable to be performed without close supervision

**Resource materials produced for internal use and/or informational purposes.**

- i. **Outstanding** – Final preparation, production and distribution of needed resource materials or information are provided in a form that is free from grammatical errors, proper in format, and suits the needs of the intended audience with no need for revision or editing.
- ii. **Meets Standards** – Final preparation, production and distribution of needed resource materials or information are provided in a form that is free from grammatical errors, proper

in format, and suits the needs of the intended audience and requires two revisions and three or less edits.

- iii. **Unsatisfactory** – Preparation, production and distribution of needed resource materials or information is provided that has grammatical error, improper in format, and misses the needs of the intended audience after two or more reminders. Requires four revisions and seven or less edits.

**Drafts and produces routine and complex correspondence and reports.**

- i. **Outstanding** – Reports, correspondence and publications drafted independently in advance of prescribed time frame using proper English grammar and established business techniques.
- ii. **Meets Standards** – Reports, correspondence and publications drafted in advance of prescribed time frame using proper English grammar and established business technique.
- iii. **Unsatisfactory** – Correspondence not drafted until reminded by supervisor one or more times, fails to use proper English grammar and established business techniques not followed. Final correspondence completed two days or more past due date. Unable to produce reports and/or publications after assistance from supervisor.

**Compose memos and letters concerning routine matters and non-routine; answer phones and referring to others as appropriate, furnish information or refer inquiries to proper staff or unit, set up meetings. Type correspondence from rough draft, memos (at times of a confidential nature), reports, charts purchase orders, etc. and duplicate as needed independently and upon request.**

- i. **Outstanding** – Correspondence is 100% accurate and meets standard department format and English usage; all confidential information kept confidential; Referrals are directed to correct staff 100% of the time. Independent processing of information is completed and is 100% accurate. Little supervision or guidance required. Facilitates clear and effective communication among involved parties. Accurately interprets and transmits information so as to improve communication.
- ii. **Meets Standards** – Correspondence is 100% accurate and meets standard department format and English usage; writes clearly and informatively in a concise and accurate manner using business English, spelling, punctuation, grammar and arithmetic. Varies writing style to meet needs; all confidential information kept confidential; Referrals are directed to correct staff 100% of the time. Communicates openly, clearly and concisely. Consistently polite and respectful of others. Works to ensure understanding and asks for or provides clarification when needed. Responds appropriately to questions. When necessary, demonstrates good presentation skills. Participates in team discussions.
- iii. **Unsatisfactory** – Correspondence is 80% accurate and does not meet department format and English usage; confidential information is not kept confidential; Referrals are directed to correct staff 80% of the time. Communicates ineffectively and unclearly. Frequently requires clarification of information. Consistently rude and disrespectful.

**Business Office Management**

**Manage, develop, maintain, revise and implements as necessary office procedures to meet changing demands, new programs and operating procedures.**

- i. **Outstanding** – Uses correct practices and procedures and frequently (two times per quarter or more) recommend new or improved procedures that are put into effect and function well. Innovatively and systematically organizes activities and information. Develops innovative applications or uses of equipment/technology.

- ii. **Meets Standards** - Uses correct practices, policies, and procedures, and applies them in appropriate situations as a resource person and decision-maker. Organizes complex information and activities according to standard requirements. Uses required equipment and technology (including software programs) proficiently.
- iii. **Unsatisfactory** – Rarely (less than 1 time per pay period) uses correct practices or procedures. Rarely organizes activities and information. Frequently fails to make proficient use of equipment/technology. Does not understand functions or activities of the Soil Conservation District and partner agencies.

**Explains administrative decisions and policies to staff under the authority of the district manager.**

- i. **Outstanding** – N/A
- ii. **Meets Standards** – Policies are explained accurately as intended and applied without bias within appropriate time frame; Follow formal procedure(s) outlined in related guides or policy memorandum or other established guidelines. Always contacts appropriate person in “chain of command” for guidance if an area is unclear.
- iii. **Unsatisfactory** – Policies are explained with mistakes (four or more per year) and not applied without bias. Processing time is outside appropriate time frame; Failure to follow established policies and two-times or more does not follow chain of command for clarification of policies.

**Acts as intermediary for the district manager on issues of operational matters.**

- i. **Outstanding** – Maintains personal and direct contact with public, private and professional staff and officials as needed to maintain the daily operations of the District. Maintains a record/log of contacts with problems and results current to within two working days. Record/log 100% accurate.
- ii. **Meets Standards** – Maintains personal and direct contact with public, private and professional staff and officials as needed to maintain the daily operations of the District. Maintains a record/log of contacts with problem and results current to no more than four working days behind. Record/log 100% accurate.
- iii. **Unsatisfactory** – Fails to maintain personal and direct contact with public, private and professional staff and officials as needed to maintain the daily operations of the District. Records/log not accurate.

**Manages three sets of complex filing systems to provide easy access and retrieval.**

- i. **Outstanding** – Maintains files for MDA/USDA/SCD program on an on-going basis. Files and updates are up to date (less than one working day behind); Files always processed and placed in drawers/areas where required (100% accurate). Information retrieval is accessed in the filing system by self and other staff when needed without the need to assistance.
- ii. **Meets Standards** – Maintains files for MDA/USDA/SCD program on an on-going basis. Files and updates current (less than three working days behind): Files always processed and placed in drawers/areas where required (100% accurate). Information retrieval is accessed in the filing system by self and other staff when needed without the need for assistance.
- iii. **Unsatisfactory** – Maintains files for MDA/USDA/SCD program on an as needed basis. Files and updates are processed (more than five working days behind); Files not always processed and placed in drawers/areas where required (80% accurate). Information retrieval is accessible in the filing system by other staff when needed, but requires time or assistance to locate correct record/file.

**Maintains supplies for the office by following procurement procedures as set forth by MDA and NRCS to ensure that the necessary resource material is always available. Takes inventory of supplies monthly and orders supplies accordingly.**

- i. **Outstanding** – Supplies from vendors ordered prior to need or upon request. Purchase Orders properly coded and approvals secured for special request items. Utilize approved vendor catalog where possible. Balances on-line account monthly. Negotiates and bids for needed supplies by utilizing vendor selection process when approved vendor not able to supply item(s).
- ii. **Meets Standards** – Supplies from vendors ordered prior to need or upon request. Purchase Orders properly coded and approvals secured for special request items. Utilize approved vendor catalog where possible. Balances on-line account.
- iii. **Unsatisfactory** – Supplies from vendors ordered three or more working days after request or need credit. Approvals not secured for special request items. Often requires help/assistance to complete task.

### **Board of Supervisors Support**

**Attends district Board of Supervisor meetings monthly. Records minutes, types in proper format and distributes one week prior to next scheduled meeting.**

- i. **Outstanding** – N/A
- ii. **Meets Standards** – Attends all regular and special scheduled Board meetings, transcribing accurate records of actions and events at the meetings, and then producing completed official Board minutes for Supervisors and manager review three working days after the regular or special meeting.
- iii. **Unsatisfactory** – Attends 80% or less of the regular and special scheduled Board meetings. Transcribing is less than 90% accurate. Not all records of actions and events at the meetings are documented. Official Board meeting minutes for Supervisor and manager review is not completed for more than four working days after the regular or special meeting.

**Establishes, compiles, and maintains expense accounts and attendance records for Board of Supervisors in a secure file.**

- i. **Outstanding** – N/A
- ii. **Meets Standards** – Vital records like expense accounts for Board members are processed and compiled utilizing standard accounting procedures and are error free within a modern electronic software format. All electronic and paper files are placed in a secure environment with access only by authorized supervisors and managers. All expense accounts are provided in a timely manner (at the next scheduled Board meeting or before) for the Board member to review and sign for processing.
- iii. **Unsatisfactory** – Vital records like expense accounts for Board members are not processed and compiled utilizing standard accounting procedures. More than three expense accounts per month have an accounting error. All files are not placed in a semi-secure environment. Expense accounts are provided for the Board member to review and sign for processing past the date of the next scheduled board meeting.

## **Fiscal Management**

### **Maintains all financial records, including accounts payable and receivable.**

- i. **Outstanding** – N/A
- ii. **Meets Standards** – Utilize QuickBooks to maintain record of accounts payable and accounts receivable for district and state. Understanding of software and related accounting functions always correct.
- iii. **Unsatisfactory** – Not able to utilize QuickBooks to maintain record of accounts payable and accounts receivable for district and state. Uses other software or written records to maintain records where additional time is needed to produce results. Related accounting functions not followed and results in two or more errors per quarter.

### **Maintains payroll and payroll tax reporting for district employees.**

- i. **Outstanding** – N/A
- ii. **Meets Standards** – Use of QuickBooks or payroll and tax reporting always accurate and provided to appropriate authority/agency at least two weeks in advance of due dates or in accordance to law.
- iii. **Unsatisfactory** – Use of QuickBooks for payroll and tax reporting results in two or more errors fails to provide to appropriate authority/agency less than two weeks in advance of due dates or in accordance to law.

### **Composes and signs outgoing correspondence for financial information regarding credit card inquiries, sales tax information, Dunn & Bradstreet ratings, bond insurance and audit information, etc.**

- i. **Outstanding** – Correspondence is 100% accurate and meets standard business format and English usage; all confidential information kept confidential; Referrals are directed to correct staff 100% of the time as needed. Independent processing of information is completed and is 100% accurate. Little supervision or guidance required. Facilitates clear and effective communication among involved parties. Accurately interprets and transmits information so as to improve communication.
- ii. **Meets Standards** – Correspondence is 100% accurate and meets standard format and English usage; writes clearly and informatively in a concise and accurate manner using business English, spelling, punctuation, grammar and arithmetic. Varies writing style to meet needs; all confidential information kept confidential; Referrals are directed to correct staff 100% of the time as needed. Communicates openly, clearly and concisely. Consistently polite and respectful of others. Works to ensure understanding and asks for or provides clarification when needed. Responds appropriately to questions.
- iii. **Unsatisfactory** – Correspondence is 80% accurate and does not meet standard format and English usage; confidential information is not kept confidential; Referrals are directed to correct staff 80% of the time. Communicates ineffectively and unclearly. Frequently requires clarification of information. Consistently rude and disrespectful.

### **Develops report for annual audit of financial records.**

- i. **Outstanding** – N/A
- ii. **Meets Standards** – Contacts and meets with auditing firm on district and state funds at end of fiscal year within appropriate time frame to assure meeting date set forth in MDA procedures. Provide required checks, deposits, bank statements, and written reports for auditing purposes to the firm without any additional requests by them for materials. Audit

report does not identify any errors due to this position. Presents and reviews with the Board of Supervisors the completed audit report for signature.

- iii. **Unsatisfactory** – Fails to contact and meet with auditing firm on district and state funds at end of fiscal year thus missing the date set forth in MDA procedures. Does not provide required checks, deposits, bank statements, and written reports for auditing purposes to the firm before receiving requests by them for materials. Audit report identifies errors due to this position. Final audit report not shared with the Board of Supervisors for their signature.

**Prepare the annual budget request when the forms are received from the Maryland Department of Agriculture and submit after review with the District Manager.**

- i. **Outstanding** – N/A
- ii. **Meets Standards** – Draft budget prepared and compiled utilizing latest accurate fiscal information that relates directly to budget categories detailed in the budget process by MDA. Information available for review to the District Manager two weeks prior to deadline date provided by MDA. No adjustments or corrections needed prior to submittal to Board for approval. Progress from current MOU reviewed with District Conservationist in conjunction with draft preparation.
- iii. **Unsatisfactory** – Progress from current MOU not reviewed with District Conservationist. Guideline not followed for budget process as outlined by MDA. Information available for review to the District Manager prior to deadline date provided by MDA. One or more adjustments or corrections are needed prior to submittal to Board for approval.

**Program Support**

**Develops reports for EQIP, WHIP, CREP and other related NRCS programs.**

- i. **Outstanding** – N/A
- ii. **Meets Standards** – Reports meet the criteria as outlined in the USDA procedure guide and other related state/local guidance. Information is 100% accurate.
- iii. **Unsatisfactory** – Reports do not follow proper format or guidance and information is not complete or accurate.

**Prepares statistical reports and records for progress reporting to MDA, MDE and NRCS.**

- i. **Outstanding** – Uses procedures to systematically organize information. Develops innovative applications or uses of equipment/technology to ensure timely and accurate reporting of progress.
- ii. **Meets Standards** – Uses correct procedures and applies them in appropriate situations as a resource person and decision-maker. Organizes complex information and activities according to standard requirements. Uses required equipment and technology (including software programs) proficiently.
- iii. **Unsatisfactory** – Rarely uses correct procedures. Rarely organizes activities and information. Frequently fails to make proficient use of equipment/technology