

STATE OF OKLAHOMA
OKLAHOMA CONSERVATION COMMISSION
JOB ANNOUNCEMENT

District Liaison

Unclassified

Salary Range: \$3166.67 - \$3500.00 month

Opening Date: November 26, 2007

Closing Date: December 21, 2007

Major Work Duties

Performs complex consultative and administrative work in the administration, development, and implementation of the programs and activities of the 88 conservation districts.

Serves as a field liaison to the 440 public officials serving on conservation district boards.

Assists districts in development of annual budget requests; maintenance of files and records; and other reporting requirements.

Provides guidance on proper expenditure of district funds; bookkeeping and procedures, audit procedures, and purchase and sale of property and equipment.

Attend district monthly meetings on a regular basis and assist directors in local program planning, development and implementation of conservation programs.

Provide advice and consultation on various state and federal laws applicable to all districts and provide general leadership on conservation programs available through the district program.

Provide training in areas such as Open Meetings Act, Open Records Act, audits and financial reporting, wage and hour laws.

Develop training and leadership development opportunities for conservation district directors and employees. Work to improve the productivity of districts by providing assistance, conducting workshops and training, and facilitating interchange of advice and experience between districts.

Assist districts in establishing and maintaining a cooperative working relationship with federal agencies, state and local government officials, public and private agencies, and other groups and individuals to develop partnerships to enhance operations, program development, and program delivery.

Assist officials and employees of 88 conservation districts to develop and execute their long range and annual plan of all renewable natural resources of the district; and in carrying out their responsibilities in accordance with the Oklahoma laws.

Assist directors and staff in keeping the general public informed through public hearings, publications and other means of the work and activities planned and administered by the district.

Knowledge, Skills and Abilities: Must be able to coordinate information exchanges between conservation district directors, district staff and federal partners. Must have the ability to work with a diverse group of state, federal, county, city, and producer entities. Extensive travel required as well as the availability to work extended and/or irregular hours. Excellent written and verbal communication skills are required. Knowledge of computer software programs and other office equipment needed. Should be familiar with state and federal conservation laws. Must be able to safely and legally operate a motor vehicle. Possess the ability to work alone and as a member of a group.

Preferred Education and/or Experience: The formal education equivalent of a Bachelor's degree in environmental science, agriculture, human resources, public administration, or a closely related field; plus two years experience in conservation activities, or an equivalent combination of education and experience.

Application Procedures: Interested and qualified persons should submit an OCC application and cover letter with a daytime phone number to:

Oklahoma Conservation Commission
Attn: Human Resources
2800 N Lincoln Blvd. Suite 160
Oklahoma City, OK 73105
405-521-4839