SCD Policy

Policy: District Manager Authority

The Board of Supervisors delegates the following authority to the District Manager:

**Spending Authority:** The District Manager may spend up to $25,000 on a single project, program or expense within the fiscal year, if accommodated in the District’s annual budget by the Board of Supervisors. Expenses greater than $25,000 must be approved by the Board of Supervisors by motion or resolution.

**Execution of Mission/Vision/Work Plans:** The District Manager is the Chief Employee entrusted by the Board of Supervisors to work with staff to maximize resources and partnerships to execute the mission, vision and work plans of the Snohomish Conservation District. Day-to-day program management and execution of duties to implement the mission, vision and work plans of the District is delegated to the District Manager and her/his designee(s).

**Leave Approval:** The District Manager or her/his designee approves all leave, including family medical leave, sick, annual, bereavement and leave without pay within the guidelines of the District’s Employee Handbook.

**Hiring/Firing/Promotions/Commendations:** The District Manager or her/his designee is responsible for all hiring, firing, promotions and commendations of all staff.

**Staff Performance Evaluation:** The District Manager or her/his designee (Program Manager) is responsible for all staff performance evaluations. These should be done on at least an annual basis or as-needed based on performance at the discretion of the District Manager or Program Manager.
Execution of Contracts & Agreements: The District Manager can execute all contracts and agreements on behalf of the District that is of normal and customary business and in alignment with the District’s mission/vision and annual work plans and that does not spend more than $25,000 of the District’s own financial resources on a single project or program. Funds passed through by other partner agencies or funders may exceed $25,000 from time-to-time to execute contracts and agreements and the District Manager is authorized to execute those contracts and agreements as well while being careful to protect the District’s liability, reputation, resources and assets. Contracts and/or agreements deemed out of normal or customary business and that commit $10,000 or less of the District’s own financial resources can be executed by the District Manager. The District Board of Supervisors must review all contracts and agreements executed by the District Manager that are deemed out of normal or customary business.

Representing the Organization: The District Manager will represent the District, as appropriate, to partners, local, state and federal agencies, tribal officials, the media, and constituents.

Absence of District Manager: In the absence of the District Manager she/he may appoint a designee to carry out any and all of these responsibilities on her/his behalf. This may occur if the District Manager is out of the Snohomish County area for more than 24 hours and critical District business must still occur.

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Adopted by Snohomish Conservation District

Date:______________

Chairman ________________________________________________

District Manager ____________________________________________