

PIERCE CONSERVATION DISTRICT

Executive Director Authority

The Board of Supervisors delegates the following authority to the Executive Director:

Spending Authority: The Executive Director may spend up to \$10,000 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 \$10,000 must be approved by the Board of Supervisors by motion or resolution.

Execution of Mission/Vision/Work Plans: The Executive Director 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 Pierce 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 Executive Director and her/his designee(s).

Leave Approval: The Executive Director 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 Personnel and Procedure Manual.

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

Staff Performance Evaluation: The Executive Director or her/his designee 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 Executive Director or Program Manager.

Execution of Contracts & Agreements: The Executive Director will 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 \$10,000 of the District's own financial resources on a single project or program. Funds passed through by other partner agencies or funders may exceed \$10,000 from time-to-time to execute contracts and agreements and the Executive Director 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/or spending more than \$10,000 of the District's own financial resources must be approved by the District Board of Supervisors by motion or resolution prior to execution.

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

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