

## MARION SWCD EMPLOYEE WORK PLAN 2018-2019

Name: Brandon Bishop							
Position:					Full-Time Equivalent (FTE) Circle	Yes	No
Circle one: <input checked="" type="radio"/> Technical <input type="radio"/> Administrative <input type="radio"/> Education			Employee ID:	N/A	Total Full Time Yearly Hours	2080	
<b>Work Period:</b>			7/1/18	6/30/19	Total Anticipated Number of Hours		
			Strategic Plan Goal Number	Anticipated # of Hours	Additional # of Hours Needed	% of Time	Quantity Item Complete
<b>Personal Time</b>							
1	Statutory holidays (10 days)		8	80		41%	
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)		8	8		4%	
3	Annual Leave		8	80		37%	
4	Sick Leave		8	40		19%	
	Other						
	<b>Sub-Total Personal Time</b>			208		100%	
<b>Ongoing Activities</b>							
Priority	Activity/Task						
1	New client technical assistance / recruitment	1 thru 7		100		7.1%	
2	Existing client technical assistance and cons. Planning	1 thru 7		550		39.2%	
3	Trainings	1 thru 8		110		7.8%	
4	General conservation planning	1 thru 7		250		17.8%	
5	District operations/Admin operations	7, 8		140		10.0%	
6	Support for outreach and community events	6, 7, 8		14		1.0%	
7	Facilitating small and targeted meetings with current clients	6, 7		20		1.4%	
8	Providing research and reference material for clients	7, 8		30		2.1%	
9	Targeted Meetings and Events	6, 7		20		1.4%	
10	Work with farmers to identify needs	1 thru 7		50		3.6%	
11	GIS mapping; new clients and on going technical	6		60		4.3%	
12	CATS general data input	6		40		2.8%	
13	Web Soil Survey mapping	1 thru 7		20		1.4%	
14	Other duties as assigned						
	<b>Sub-Total Ongoing Activity</b>			1404		100.0%	

Project or Program Activities							
Priority	Activity/Task						
1	LAP general work and grant writing	1 thru 7	250		54%		
2	Previous LAP and OWEB audits	6, 7	20		4%		
3	OWEB general work and grant writing	1 thru 7	40		9%		
4	Partnership program/project assistance	1 thru 7	50		11%		
5	CATS project design	1 thru 7	100		22%		
	<b>Sub-Total Project Activity</b>		460		100%		
	<b>TOTALS FROM ONGOING AND PROJECT ACTIVITIES</b>						
Employee Goals for Fiscal Year							
1	Increase Cover Crop Efforts in District						
2	Develop future workshops and meetings for clients						
3	Improve technical assistance ability						
4	Connect with more commissions and organizations						
5	Identify emerging issues in agricultural community						
6	Continue to improve LAP applications						
7	Increase GIS program knowledge						
8	Increase participation in SPG program with new innovative ideas						
9	Develop relationships in targeted areas of district						
10							

## MARION SWCD EMPLOYEE WORK PLAN

Name: Jane Keppinger						<b>2018-2019</b>	
Position: District Manager					Full-Time Equivalent (FTE) Circle	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Circle one: Technical <input type="radio"/> <u>Administrative</u> <input type="radio"/> Education			Employee ID:	N/A		Total Full Time Yearly Hours	2080
<b>Work Period:</b>			7/1/18	6/30/19	Total Anticipated Number of Hours	2080	
			Strategic Plan Goal Number	Anticipated # of Hours	Additional # of Hours Needed	% of Time	Quantity
<b>Personal Time</b>							
1	Statutory holidays (10 days)			80			
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)			8			
3	Annual Leave			80			
4	Sick Leave			24			
	Other						
<b>Sub-Total Personal Time</b>				<b>192</b>		<b>9.2%</b>	
<b>Ongoing Activities</b>							
Priority	Activity/Task						
<b>District Operations (State Statute Requirements)</b>							
2	Coordinate the Development of 2019-20 Employee Annual Work Plans			8	8		
3	Provide financial information/article for Annual Report & submit Annual Audit to ODA			8	12		
4	Facilitate the District's Annual Meeting & Publish Public Meeting Notices			6, 8	16		
5	Faciliate the development of the District's Annual Report			8	8		
6	Seek Facilitator to Assist with Review and Update of SWCD Strategic Plan with Board			8	8		
7	Distrubute District's 2018 Director Election Information/Publish Notice			6, 8	12		
8	<b>Sub-Total District OperationsTime</b>			<b>64</b>		<b>3.1%</b>	
<b>Technical Management</b>							
1	Orgnaize, lead & attend technical staff meetings weekly or as needed			1-6,8	96		
2	Perform client/project site visits with technical staff			1-6,8	32		
3	Review client, project, program folders for accurancy and compliance			1-6,8	36		
4	Continue review of Landowner Assistance Program for possible revisions and updates as needed			1-6,8	24		
<b>Sub-Total Technical ManagementTime</b>				<b>188</b>		<b>9.0%</b>	
<b>Financial Management</b>							
1	Comply annually with Oregon Budget Law requirements by doing research for updates, attending training etc.			8	16		
2	Manage Current Budget, Prepare 2019-20 Budget, Publish Notices, Organize Budget Committee Meeting & Hearing			8	56		
3	Review monthly payroll and quarterly reports			8	8		
4	Review & prepare monthly Accts. Rec./Accts. Payable			8	12		
5	Create/correlate monthly financial statements for Board			8	24		
6	Administer or manage contracts, agreements, office leases			8	24		
7	Prepare ODA Financial & Submit Quarterly Grant Reports			8	8		
8	Review RFPs for Audit Services. Interview potential firms. Prepare paperwork for 2017-18 annual audit. Seek Board approval in December. Electronically file report with Secretary of State & provide copy to ODA			8	36		
9	Research & Implement any new cost saving measures in district operations			8	8		
<b>Sub-Total Financial Management Time</b>				<b>192</b>		<b>9.2%</b>	

Priority	Administration (Office & Personnel)						
1	Perform employee performance evaluations. Meet with employees when needed to provide training & discuss workload, performance	8	48				
2	Annually review & evaluate SWCD Programs w/employees	8	36				
3	Review current employee Annual Work Plan & update when needed	8	24				
4	Develop my 2019-20 Work Plan Information	8	8				
5	Create, maintain, update position descriptions & hire any additional staff as needed	8	48				
6	Review and update District polices, forms etc.	8	48				
7	Oversee the purchase of District supplies, equipment or vehicle	8	12				
8	Evaluate & Implement the need to contract out various administrative or technical work	8	40				
9	Complete regular tracking, reporting, requests i.e. ODA Grant	8	36				
10	Oversee/conduct office maintenance	8	48				
11	Facilitate Leasing Office Space & Manage Office Sublease	6, 8	48				
12	Order/purchase supplies as needed	8	12				
13	Discuss and develop 2019-21 ODA Scope of Work Tasks w/Ag WQ & SWCD Staff	6, 8	4				
14	Oversee computer maintenance/software updates & needed hardware with contractor	6, 8	24				
15	Attend Partner/Local Advisory Committee Meetings	6, 8	8				
16	Answer E-mail, phone, visitor/staff questions or concerns, oversee all HR functions/implement new laws	6, 8	480				
17	Prepare for and Attend Monthly Staff Meetings	8	48				
18	Work with Directors & Committee members, prepare for & attend any SWCD Board, Budget & Committee Meetings	6, 8	96				
19	Compile Monthly Board & Committee Meeting Agendas & related documents	8	96				
20	Coordinate, Attend SWCD, Partners, Community Meetings or Events	8	56				
21	Prepare Monthly Time Sheet/Expense Reports	8	12				
22	Attend trainings, meetings or conferences as available	6, 8	48				
<b>Sub-Total Administration Activity</b>			<b>1280</b>			<b>61.5%</b>	
<b>Project or Program Activities</b>							
1	Coordinate continued training on and populate the Conservation Activity Tracking Systems (CATS) Program	8	48				
2	Assist Oregon Association of Conservation Districts (OACD) with their fall meeting arrangements and attend meeting. Serve on other OACD Committees as requested or time allows	8	36				
3	Research, Seek Board Approval & Implement New Conservation Programs or Project Ideas	1-6	40				
4	Provide/coordinate training of any new board members if elected	1-8	40				
<b>Sub-Total Project Activity</b>			<b>164</b>			<b>7.9%</b>	
<b>TOTALS FROM ONGOING AND PROJECT ACTIVITIES</b>			<b>2080</b>			<b>100%</b>	
<b>Employee Goals for Fiscal Year</b>							
1	Attend Additional Management and Other Beneficial Trainings						2
2	Research new programs or ideas to allocate District funds to implement more conservation projects/programs on the ground or redefine existing program criteria						2
3	Successfully Pass Financial Audit						1

## 2018-19 WORK PLAN

**2018-2019**

Name: **Janice Calkins**

Position: **Office Coordinator**

	Full-Time Equivalent (FTE) Highlight	Yes	No
Highlight One in Yellow: Technical <span style="border: 1px solid red; padding: 2px;"><b>Administrative</b></span> Education	Employee ID: N/A	Annual Work Allotment (hours)	2080
<b>Work Period:</b>	7/1/17	6/30/18	Anticipated Annual Avg. No. of Hrs. <b>2080</b>
Priority	Activity/Task	Strategic Plan Goal Number	Planned Hrs/yr
			Actual Hrs/yr
			%
			Completed

### Personal Time

1	Statutory holidays + 1 day floater (11 total)	<b>88</b>	<b>4</b>
2	Annual Leave (12 Hr/mo)	<b>160</b>	<b>7</b>
3	Sick Leave (8 Hrs./mo) - <i>better over than under.</i>	<b>132</b>	<b>7</b>
	<b>Sub-Total Personal Time</b>	<b>380</b>	<b>18</b>

### Ongoing Activities

<b>Administrative/Operations:</b>			
1	Customer Service: Answer phones, greet walk-ins, etc.	6, 7, 8	229
2	Info/Matls: walk-ins, callers, staff, partners & others, stock, log, display	6, 7, 8	45
3	Records Management: Hard & electronic copies -Maintain,		
4	Archive, Purge, Update (includes Conference room scheduling)	9	42
5	House-Keeping: Office secured & tidied as needed.	6, 9	11
6	Outside Errands: Mail/Bank runs, pick up mat'ls/supplies, other.	9	22
7	Supplies: Office, Postal - Maintain, Stock, Replenish	9	35
8	Meetings: Staff, Trainings, Conference Room Scheduling, Other	6, 8	70
9	Annual Promo Items: Research, Order, Receive, Inventory (periodically)	6, 7, 8	50
10	Event Planning: Annual Mtg (Venue, Dinner, Invites, Eve.Program)	6, 8	52
11	Donations: Contact (phone, mail, e-mail) multi-times, Request,		
12	Pick-up items, AckForms, Thank you cards, Advertise	6, 8	52
13	Posters (sell): Assist,prepare for shipping, mail, log, keep stock avail	6, 7	5
14	Promote/Advertise Dist.Events: Facebook, Libraries, Subscribers, etc.	6, 7	229
15	Volunteers: Keep data bases for each updated	1, 6, 7	5
16			
<b>Projects</b>			
1	Brochure Acquisitions - Index & Log Updates		22
2	Misc. Other Duties/Activities (assist w/special projects, mailings, phone calls, events)		75
3	Newsletter (Qtrly)- Articles		12
	<b>Sub-Total Ongoing Activities</b>	<b>956</b>	<b>45</b>
<b>Outreach (Events &amp; Marketing (M.Contest))</b>			
1	Events-Workshops: Saturday Market, Other (includes set-up & prep)	6, 7	55
2	Facebook		248

**Education**

1	<b>Research/Develop New Educational Program for Teachers:</b>	1,2,4,5,6,7	420		22
	<i>Teachers contacted would like: Lottery/drawing or chance to win through essay writings educational resource materials related to environment/conservation.</i>				
	<i>Video presentations on various subjects, according to various grade levels available on You-Tube. Classroom presentations given by professionals on subjects taught. Workshops/trainings for educators.</i>				
		6, 7			

**Program Activities**

9	<b>MES:</b> Connect with area Landscapers/Gardeners,	1, 6, 7	21		1
10	<i>Advertise with flyers, mailings, posting on web/facebook, CCTV Community Billboard..</i>				
11	<b>Subtotal Project Activity</b>		<b>744</b>		<b>37</b>
12					
<b>Totals from Personal Time, On-going and Project Activities</b>			<b>2080</b>		

Program or Activity		Ongoing Activity #	Project or Program Activity #	Projected Total Numbers	Actual Total Numbers	Increase + Decrease -
1	<b>Create New Education Program:</b>	6, 7	X	500		
2	<b>MES:</b> Landscapers, City Public Works Dept, Planning & Development, Parks Dept.	1, 6, 8	X			

**Employee Goals for Fiscal Year**

1	<b>Eliminate K-5 Grade Mural Contest &amp; Research &amp; Develop worthwhile program to assist K-8 (possibly: 5th-8th Grade Only) Educators have ready to roll out in January of 2020.</b>	8	X	500		
				<b>Total %</b>	<b>100</b>	

**MARION SWCD EMPLOYEE WORK PLAN**

Name: Jenny Meisel

Position: Native and Invasive Plant Specialist

Full-Time Equivalent (FTE) Yes **No**

Circle one: **Technical** Administrative Education

Employee ID: N/A

Total Full Time Yearly Hours 2080

Work Period: 7/1/18 6/30/19

Total Anticipated Number of Hours 1872 90%

Strategic Plan Goal Number Anticipated # of Hours % of Time Quantity Item Complete

**Personal Time**

1	Statutory holidays (10 days)		80	4.3		
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)		8	0.4		
3	Annual Leave		108	5.8		
4	Sick Leave		86.4	4.6		
	Other					
<b>Sub-Total Personal Time</b>			<b>282.4</b>	<b>15.1</b>		

**Ongoing Activities**

1	Administration: Maintain files, annual meeting; assist with interviewing and hiring employees; answer phone	8	80	4.3		
2	Attend Trainings not related to specific topic below; ie computer, first aid, etc.	8	16	0.9		
3	Attend Staff meetings	8	36	1.9		
4	Coordinate annual native plant sale (see hours below)	1,3,4,5,6,7,8				
<b>Sub-Total Ongoing Activity</b>			<b>132</b>	<b>7.1</b>		

**Project or Program Activities**

1	<b>Native Plant Sale</b>					
	Work with vendors to order and secure plant material; work with Bauman's to secure venue	5,6,8	30	1.6		
	Develop plant list and create documents for the plant sale: advertising flyers, handouts, newsletter articles, etc.	1,3,4,5,6,7	24	1.3		
	Coordinate volunteers and staff	6,7,8	40	2.1		
	Create/organize labels and signage for plants	5,6,7	8	0.4		
	Set up/take down and gather material, supplies and pick up plants for plant sale	5,6,7,8	36	1.9		
	Advertising and outreach for plant sale: create press release, prepare documents for media, talk to media, submit plant sale information to online media outlets and partners etc	5,6,7,8	30	1.6		
<b>Subtotal: Native Plant Sale</b>			<b>168</b>	<b>9.0</b>		
2	<b>Native Plant Program</b>					
	Promote the use of native plants in the landscape by Providing technical assistance to the public and staff regarding native plants (phone calls, emails, site visits, plant ID assistance); track activity using CATS program	1,2,3,4,5,6,7,8	64	3.4		
	Develop newsletter articles, presentations and documents related to native plants; coordinate with other agencies and organizations	1,2,3,4,5,6,7,8	24	1.3		
	Attend trainings related to native plants	1,2,3,4,5	24	1.3		
	Collect and organize photos and herbarium specimens	5,7,8	8	0.4		
<b>Subtotal: Native Plant Program</b>			<b>120</b>	<b>6.4</b>		
3	<b>Invasive Plants Program</b>					
	Provide technical assistance to the public and staff regarding invasive plants (phone calls, emails, site visits, plant ID assistance); respond to invasive hotline reports; track activity using CATS program	1,3,4,5,6,7,8	96	5.1		
	Work with the City of Salem on Knotweed treatment project; contact landowners to gain permission to conduct treatments and inform them about the project	1,3,4,5,6,7,8	10	0.5		
	Work with Willamette Riverkeeper and Oregon State Parks on landowner outreach for aquatic invasive plant control project in Willamette Mission State Park.	1,3,4,5,6,7,8	20	1.1		
	Collect and organize photos and herbarium specimens	5,7,8	8	0.4		
	Develop newsletter articles, presentations and other informational documents related to invasive plants	1,3,4,5,6,7,8	20	1.1		
	Attend trainings related to invasive plants--Annual Events (4 County Pull Together/ODA noxious Weed Symposium, etc)	1,2,3,4,5	32	1.7		
	Coordinate with other agencies and organizations: CWMA, No Ivy Coalition, Marion County Weed Control District, Oregon Dept of Ag, City of Salem etc., WIN steering committee, Chair the Mid Willamette CWMA.	1,3,4,5,6,7,8	32	1.7		
<b>Subtotal: Invasive Plant Program</b>			<b>218</b>	<b>11.6</b>		

4	<b>Invasive Plant Surveys</b>					
	Assess need to continue with invasive plant surveys in 2019	5,6,7,8	8	0.4		
	OSWB Grant: Partner with Marion Co. and NS Watershed Council to carry out grant: oversee surveys, landowner outreach, data collection, data analysis, conduct workshop for landowners	5,6,7,8	70	3.7		
	Maintain and update GPS equipment for survey use	5,8	10	0.5		
	<b>Subtotal: Invasive Plant Surveys</b>		<b>88</b>	<b>4.7</b>		
5	<b>Backyard Habitat Improvement Program</b>					
	Continue with development of program; coordinate with City of Salem and Master Gardeners to plan and implement pilot program	1,2,3,4,5,6,7,8	100	5.3		
	Continue to work with committee of local partners to define goals and work to provide outreach and education regarding backyard habitat	1,2,3,4,5,6,7,8	18	1.0		
	Contact local businesses to develop incentives for participants	5,6,7,8	8	0.4		
	Attend trainings related to backyard habitat/Urban habitat/ecology conservation	1,2,3,4,5,6,7,8	16	0.9		
	Outreach to advertise program; Saturday market; flyers; newsletter articles	1,2,3,4,5,6,7,8	32	1.7		
	<b>Subtotal: Backyard Habitat Improvement Program</b>		<b>174</b>	<b>9.3</b>		
6	<b>Education and Outreach</b>					
	Assist with Education and Outreach Events sponsored by the District or other agency partners; including tri county sponsored workshops. Education and Outreach activities related to specific programs is accounted for within that program above.	1,3,4,5,6,7	36	1.9		
	Assist Education Coordinator with annual education events: Salmon Watch, Erosion Control Summit, Down by the Riverside, Outdoor school, Home School Day etc.	1,3,4,5,6,7	104	5.6		
	Assist with coordination and attending outreach events: Saturday market, Earth Day, Ag Fest, etc	1,3,4,5,6,7	24	1.3		
	Coordinate with NS Watershed Council to put on a series of Living on the Land workshops for landowners	1,2,3,4,5,6,7,8	48	2.6		
	<b>Subtotal: Education and Outreach</b>		<b>212</b>	<b>11.3</b>		
7	<b>LAP-Technical Assistance/Conservation Planning</b>					
	Provide LAP support and technical assistance for planning staff; conduct site visits, create maps, site visit write ups; write specs for projects; support for ODA focus area	1,2,3,4,5,6,7,8	200	10.7		
	Update and input client data into CATS database	1,2,3,4,5,6,8	100	5.3		
	Provide GIS support for staff	1,2,3,4,5,6,7,8	24	1.3		
	Manage GIS Data	1,2,3,4,5,6,8	16	0.9		
	Develop GIS database for staff data collection in ArcCollector/ArcGIS Online. Train staff how to use program and collect data	1,2,3,4,5,6,8	60	3.2		
	Attend weekly tech meetings	1,2,3,4,5,6,8	100	5.3		
	<b>Subtotal: Lap Assistance/Conservation Planning</b>		<b>500</b>	<b>26.7</b>		
	<b>Sub-Total Project Activity</b>		<b>1480</b>	<b>79.1</b>		
	<b>Sub-Total Ongoing Activity</b>		<b>140</b>	<b>7.5</b>		
	<b>TOTALS FROM ONGOING AND PROJECT ACTIVITIES</b>		<b>1620</b>	<b>86.5</b>		
	<b>TOTALS FROM PERSONAL TIME</b>		<b>252</b>	<b>13.5</b>		
	<b>TOTAL TIME</b>		<b>1872</b>	<b>100.0</b>		
<b>Employee Goals for Fiscal Year</b>						
1	Refine pilot program for BHIP-continue to work with Master Gardeners to develop program					
2	Develop incentives for BHIP program; work with local businesses to offer incentives					
3	Take a leadership or project management course/training					
4	Take online GIS training courses--learn ArcGIS Online/ArcCollector for ipad data collection. Develop database for staff data collection. Train staff how to collect data					

## MARION SWCD EMPLOYEE WORK PLAN

Name: Meredith J. Hoffman								
Position: Conservation Program & Partnership Lead						Full-Time Equivalent (FTE) Circle	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Circle one: <input checked="" type="radio"/> Technical <input type="radio"/> Administrative <input type="radio"/> Education			Employee ID:	N/A		Total Full Time Yearly Hours	100%	2080
<b>Work Period:</b>			7/1/18	6/30/19	Total Anticipated Number of Hours	100%	2080	
			Strategic Plan Goal Number	Anticipated # of Hours	Additional # of Hours Needed	% of Time	Quantity	Item Complete
<b>Personal Time</b>								
1	Statutory holidays (10 days)			80		24%		
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)			8		2%		
3	Annual Leave			152		45%		
4	Sick Leave			96		29%		
	Other							
	<i>Sub-Total Personal Time</i>			336		100%		
<b>Ongoing Activities</b>								
Priority	Activity/Task							
1	Creation, development of project plans/ Con Plans		1 thru 7	225		18%	12	
2	Tech review for LAP, SPG and OWEB, inc initial set up		1 thru 7	90		7%		
3	Implement projects, monitor, reevaluate project timelin		1 thru 7	70		6%		
4	Support and evaluate past projects		1 thru 6	40		3%		
5	Build Partnerships/ Lead for technical representation		1 thru 7	70		6%		
6	Lead for North Santiam Committees		1,2,7,8,	80		7%		
7	ODA SVA mapping 1st and 8th quarters		1,2,3,4,5,8	180		15%		
8	Outreach to new Agricultural Groups		1,2,3,4,5,8	30		2%	2	
9	Support for Educational Events		7,8	30		2%	2	
10	Record Keep and data management		1,2,3,4,6,8	90		7%		
11	CATS continued data entry and training		1,2,3,4,5,6	45		4%		
12	Office duties		1,2,3,4,6,8	30		2%		
13	Organization and Clean up		1,2,3,4,5,6	15		1%		
14	Ongoing training for Ag Planner & No Santiam Tech		1 thru 7	40		3%		
16	District Operations		6,8	95		8%		
17	Trainings, Webinars, Seminars, Publications		1 thru 7	59		5%	15	
18	Develop Soils or Manure Mngmt Seminar for 2019		1 thru 8	32		3%		
19								
20								
21								
22								
23								
24								
25								
	<i>Sub-Total Ongoing Activity</i>			1221		100		

Project or Program Activities							
Priority	Activity/Task						
1	District Conservation Programs: LAP	1,2,3,4,5,6	220		43%		
2	District Conservation Programs: SPG	1,2,3,4,5,6	20		4%		
3	Conservation Programs: OWEB & CREP	1,2,3,4,5	20		4%		
4	Program/Project Lead New project initiation WRBC	1,2,3,4,5,6	55		11%	2	
5	ODA Water Quality Program, No Santiam	1,2,3,4,5,8	190		37%		
6	AgWQ: LAC Meetings and reports	1,2,3,4,5,8	10		2%	2	
7							
8							
9							
10							
30							
	<i>Sub-total Project Activity</i>		515		100		
	TOTALS FROM ONGOING AND PROJECT ACTIVITIES		2072				
Employee Goals for Fiscal Year							
1	Increase my knowledge of soil & water management						
2	Develop landowner & community contacts						
3	Increase my awareness of conservation issues in MC						
4	Improve knowledge of Ag WQ management & soils						
5	Inc. understanding of MC Land use,policies, permits, rights						
6	Program lead Liason: Connect/strengthen relations						
7	Increase understanding of other agency programs						
8	Improve data management and learn CATS program						
9							
10							

## MARION SWCD EMPLOYEE WORK PLAN

Name:

Position: Natural Resources Educator

Full-Time Equivalent (FTE) **Yes** No

Circle one: Technical Administrative **Education**

Employee ID: N/A

Total Full Time Yearly Hours 1906 11 months

Work Period: 8/1/18 6/30/19

Total Anticipated Number of Hours 1906 100%

Strategic Plan Goal Number Anticipated # of Hours % of Time Quantity Item Complete

### Personal Time

1	Statutory holidays (10 days)		80	4.2		
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)		8	0.4		
3	Annual Leave		40	2.1		
4	Sick Leave		24	1.3		
	Other		0	0.0		
	<b>Sub-Total Personal Time</b>		<b>152</b>	<b>8.0</b>		

### Ongoing Activities

1	Administration: Maintain files, annual meeting, answer phone, office walkins, timesheets, grant tracking, update mailing and other lists etc.	8	160	8.4		
2	Attend Trainings not related to specific topic below; ie computer, first aid, etc.	8	40	2.1		
3	Onboarding and job training.	8	100			
4	Attend Staff meetings and board meetings	8	40	2.1		
	<b>Sub-Total Ongoing Activity</b>		<b>340</b>	<b>17.8</b>		

### Project or Program Activities

1	<b>Education</b>					
	Develop topics and workshop presentations; coordinates and hosts workshops in collaboration with staff and external partners. Delivers presentations and recruits/coordinates outside presenters or volunteers.	1-7	170	8.9		
	Train on then takes the lead or coordinates annual education events: Salmon Watch, Erosion Control Summit, Down by the Riverside, Outdoor school, Home School Day etc.	1-7	140	7.3		
	Provide adult education instruction or materials in coordination with District Technical staff and outside partners on conservation or ag related topics.	1-7	160	8.4		
	Promote conservation topics and/or practices, including preparing and	1-7	160	8.4		
	Identify, develop and/or coordinate with others educational opportunities for underserved populations in the District relating to conservation.	1-7	100	5.2		
	Coordinate and promote the District's scholarship program and CLEAR Grant programs.	7-8	40	2.1		
	Stay current on Statewide Outdoor School Program and assist schools within the Districts by directing them to additional resources, grants, partners.	6-8	32	1.7		
	Identify innovative programming to improve understanding of agriculture and natural resources literacy throughout the District.	1-7	48	2.5		
	Develops, implements and evaluates area-wide school age and landowner education and outreach efforts.	8	40	2.1		
	Assist with NS Watershed Council to put on a series of Living on the Land workshops for landowners	1-7	20	1.0		
	<b>Subtotal: Education</b>		<b>910</b>	<b>47.7</b>		
2	<b>Outreach</b>					
	Organize, implement, and participate in public events such as Earth Day, Farmers Markets and other events throughout the District.	1-7	120	6.3		
	Identify additional methods to reach and engage the public or communities in conservation related activities or distributing information.	1-7	60	3.1		
	Develop, coordinate or assist with new and existing District outreach efforts.	1-7	80	4.2		
	Develop a community and outreach partnership list.	6,8	8	0.4		
	Represents the District at various educational or outreach meetings with stakeholders, partners, agencies.	6-7	24	1.3		
	Recruit and develop a volunteer base to assist with events, educational opportunities, developing materials etc.	6-8	80	4.2		
	Contributes regular content to District's website and social media including posting public events, information. Writes and contributes to newsletters, and other targeted mailings.	6-8	32	1.7		
	<b>Subtotal: Outreach</b>		<b>404</b>	<b>21.2</b>		
	<b>Sub-Total Project and Program Activity</b>		<b>1314</b>	<b>68.9</b>		
	<b>Sub-Total Ongoing Activity</b>		<b>340</b>	<b>17.8</b>		
	<b>TOTALS FROM ONGOING AND PROJECT ACTIVITIES</b>		<b>1654</b>	<b>86.8</b>		
	<b>TOTALS FROM PERSONAL TIME</b>		<b>252</b>	<b>13.2</b>		
	<b>TOTAL TIME</b>		<b>1906</b>	<b>100.0</b>		

Employee Goals for Fiscal Year

1						
2						
3						
4						

## MARION SWCD WORK PLAN TEMPLATE

Name: Ron Crouse					<b>2018-2019</b>		
Position: Natural Resource Education Specialist				Full-Time Equivalent (FTE) Highlight in Yellow	Yes	1	
Highlight One in Yellow: Technical Administrative <u>Education</u>			Employee ID:	N/A		Annual Work Allotment (hours)	2080
			Work Period:	7/1/18	6/30/19	Anticipated annual average number of hours	2080
Priority	Activity/Task	Strategic Plan Goal Number	Planned Hrs/yr	Actual Hrs/yr	%	Completed	
<b>Personal Time</b>							
1	Statutory holidays		80		4%		
	One floater day		8		0%		
2	Annual Leave		150		8%		
3	Sick Leave		43		2%		
4	Other						
<b>Sub-Total Personal Time</b>			<b>281</b>		<b>13.51%</b>		
<b>Ongoing Activities</b>							
1	Coordinates, promotes, schedules and implements programs and presentations at Marion County elementary, middle and high schools, civic organizations and district workshops that advance the education outreach objective and strategies of the District.						
2	Searches for and uses expert assistance from among District staff and other businesses/agencies for technical specialty areas.			7.1 - 7.7	801	38.51%	
5	Administers the CLEAR education grant program. Solicits grantees, assists with grant preparation, reviews grant applications, advises the District Board on grant approval and revises grant criteria when appropriate.			8.4	83	3.99%	
8	Purchase and maintain all equipment used in the District's educational programs.			7.4	83	3.99%	
10	Implementing special request education activities and workshops.			7.4	83	3.99%	
12	Networking with cooperative partners, agencies, organizations and businesses.			7.6	83	3.99%	
14	Promoting District education events.			6.4	83	3.99%	
17	Assist with development of partner educational materials and signing.			7.6	83	3.99%	
<b>Sub-Total Ongoing Activity</b>			<b>1299</b>		<b>62.45%</b>		

Project or Program Activities						
1	Coordinates, promotes, schedules, provides training and implements the "Oregon Envirothon" competition.					
2	Pursues partnerships with/from other SWCDs, educational institutions, businesses, agencies and foundations					
3	to advance Oregon Envirothon around the state. Oversee training and travel to the					
4	NCF Envirothon. Work with new Envirothon board members.	7.3, 7.5	208	10.00%		
5						
6	Assist our native/invasive plant specialist with the development and review of a					
7	backyard habitat program and the native plant sale. Assist with the Stan Vistica					
8	scholarship review.	1.8, 5.4	83	3.99%		
9						
10	Develop, organize and present educational materials, training and instruction for					
11	the District's "Salmon Watch" program.	7.2, 7.3, 7.4	126	6.06%		
12						
13	Produce several short videos of LAP and educational					
14	projects and programs	7.2, 7.3, 7.4	83	3.99%		
	<b>Sub-Total Project Activity</b>		<b>500</b>	<b>24.04%</b>		
	<b>TOTALS FROM ONGOING AND PROJECT ACTIVITIES</b>		<b>2080</b>	<b>100.00%</b>		
Program or Activity Targets		Ongoing Activity #	Project or Program Activity #	Projected Total Numbers	Actual Total Numbers	Increase + Decrease
1						
2						
3	Assist Turner Elementary with the design and production of interpretive signs			30 hours	30 hours	
4	along the Mill Creek Nature Trail on school grounds.					
5						
6	Represent Marion SWCD with the Mid-Willamette Valley Outreach Group			45 hours	45 hours	
7	(MWOOG) and assist with planning the annual erosion control summit.					
8						
9						
10	(These hours are reflected in #12, On-going activities)					
Employee Goals for Fiscal Year						
1	Recruit and train four additional volunteer teachers for Salmon Watch programs.					
2	Transfer Envirothon files and financials to OFRI					
3	Training for new education position.					
4	Coordinate training and attendance of the winning Oregon Envirothon					
5	team to the NCF North American Envirothon.					
6	Assist Silverton High School with planning a restoration project along Silver Creek.					
7	Retire					

MARION SWCD EMPLOYEE WORK PLAN

Name: Sarah Hamilton

2018-2019

Position: Conservation Project Coordinator

Full-Time Equivalent (FTE) Circle

Yes

No

Circle one: Technical Administrative Education

Total Full Time YearlyHours

2080

Work Period:

7/1/18

6/30/19

Total Anticipated Number of Hours

2080

Strategic Plan Goal Number

Anticipated # of Hours

Additional # of Hours Needed

% of Time

Quantity

Item Complete

Personal Time

1	Statutory holidays (10 days)		80				
2	Floater Day (Employee works more than 20 hrs per wk)		8				
3	Annual Leave		96				
4	Sick Leave		96				
	Other						
	<b>Sub-Total Personal Time</b>		280		13.46%		

Ongoing Activities

Priority	Activity/Task	Strategic Plan Goal Number	Anticipated # of Hours	Additional # of Hours Needed	% of Time	Quantity	Item Complete
1	New employee training	8	20				
1	Administration: Maintain files; annual meeting; check	8	40				
2	Attend trainings not related to specific topic below, ie.	8	24				
3	Attend staff meetings	8	36				
	<b>Subtotal: Ongoing Activity</b>		120		5.77%		

Project or Program Activities

Priority	Activity/Task	Strategic Plan Goal Number	Anticipated # of Hours	Additional # of Hours Needed	% of Time	Quantity	Item Complete
	<b>LAP &amp; SPG Assistance/Conservation Planning</b>						
	Provide LAP and tech support; conduct site visits, provide technical assistance, create maps, site visit write ups; write specs for projects	1,2,3,4,5,6,8	240				
	Provide SPG assistance; conduct site visits, provide technical assistance, create maps, site visit write ups; write specs for projects	1,2,3,4,5,6,8	50				
	Update and input client data into CATS database	1,2,3,4,5,6,8	50				
	Provide GIS support for staff	1,2,3,4,5,6,7,8	24				
	Attend weekly tech meetings	1,2,3,4,5,6,8	100				
	General Conservation Planning	1,2,3,4,5,6,7	100				
	<b>Subtotal: LAP &amp; SPG Assistance/Conservation Planning</b>		564		27.12%		
	<b>Stream Team</b>						
	Review program, develop program needs, prioritize streams and weeds, and develop projects	1,2,3,5,7	210				
	Contact landowners: develop permission, outreach, and educational materials around the Stream Team	1,2,3,5,6,7	250				
	Develop data collection protocol, create ap in ARC	1,2,3,5,6,7,8	20				
	Contact restoration practitioners, solicit workers, develop	1,2,3,5,6,	50				
	Develop program reports and analyze data	7,8	50				
	<b>Subtotal: Stream Team Program</b>		580		27.88%		

<b>Invasive Plants Program</b> Provide technical assistance to the public and staff regarding invasive plants (phone calls, emails, site visits, plant ID assistance); respond to invasive hotline reports; Collect and organize photos and herbarium specimens Develop articles, presentations and other informational documents related to invasive plants Coordinate with other agencies and organizations: CWMA, No Ivy Coalition, Marion County Weed Control District, Develop invasive plant profiles and content for website and social media <b>Subtotal: Invasive Plant Program</b>	1,3,4,5,6,7,8	162			
	5,7,8	14			
	1,3,4,5,6,7,8	80			
	1,3,4,5,6,7,8	40			
	1,3,4,5,6,7,8	24			
	<b>320</b>			<b>15.38%</b>	
<b>Invasive Plant Surveys</b> Help plan surveys for 2018: Conduct outreach to Assist with the development of ARC Collector and survey protocol. Develop landowner training and outreach, survey results, and data management <b>Subtotal: Invasive Plant Surveys</b>	5,6,7,8	70			
	5	30			
	5, 6, 7	5			
	<b>105</b>			<b>5.05%</b>	
<b>Native Plant Sale</b> Set up/take down and gather material, supplies and pick up Assist in the development of plant list and create documents for the plant sale: advertising flyers, handouts, Help coordinate volunteers and staff set up/take down and gather material, supplies and pick up plants for plant sale Assist with advertising and outreach for plant sale: create press release, prepare documents for media, talk to media, submit plant sale information to online media outlets and partners etc. <b>Subtotal: Native Plant Sale</b>	5,6,7,8	20			
	1,3,4,5,6,7	8			
	6,7,8	20			
	5,6,7,8	36			
	5,6,7,8	8			
	<b>92</b>			<b>4.42%</b>	
<b>Sub-Total Program and Project Activity</b>		1781		85.63%	
<b>Sub-Total Ongoing Activity</b>		131		6.30%	
<b>TOTALS FROM ONGOING AND PROJECT ACTIVITIES</b>		1912		91.92%	
<b>TOTALS FROM PERSONAL TIME</b>		168		8.08%	
<b>TOTAL TIME</b>		2080		100.00%	
<b>Employee Goals for Fiscal Year</b>					
1	Assist landowners with technical assistance and successful completion of LAP grants.				
2	Update and re-start the Stream Team program to assist streamside landowners with streamside vegetation improvements				
3	Improve invasive plant coordination and management within the				

MARION SWCD EMPLOYEE WORK PLAN

Name: Sarah Hamilton					2018-2019			
Position:	Conservation Project Coordinator					Full-Time Equivalent (FTE) Circle	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Circle one:	<input checked="" type="radio"/> Technical	<input type="radio"/> Administrative	<input type="radio"/> Education	Employee ID:		Total Full Time YearlyHours	2080	
	Work Period:		7/1/18	6/30/19		Total Anticipated Number of Hours	2080	
		Strategic Plan Goal Number	Anticipated # of Hours	Additional # of Hours Needed	% of Time	Quantity	Item Complete	
<b>Personal Time</b>								
1	Statutory holidays (10 days)			80				
2	Floater Day (Employee works more than 20 hrs per wk)			8				
3	Annual Leave			96				
4	Sick Leave			96				
	Other							
	<b>Sub-Total Personal Time</b>			<b>280</b>		<b>13.46%</b>		
<b>Ongoing Activities</b>								
Priority	Activity/Task							
1	New employee training			8	40			
1	Administration: Maintain files; annual meeting; check			8	50			
2	Attend trainings not related to specific topic below, ie.			8	34			
3	Attend staff meetings			8	36			
	<b>Subtotal: Ongoing Activity</b>			<b>160</b>		<b>7.69%</b>		
<b>Project or Program Activities</b>								
Priority	Activity/Task							
	<b>North Santiam Watershed Council Projects</b>							
	Develop restoration projects within the N. Santiam watershed. Locate sites, develop projects, and engage landowners.			1,2,3,5,6,7	432			
	Provide technical assistance to NSWC customers and staff. Conduct project-related training and outreach for the council.			6,7	100			
	Recruit restoration technicians for projects, oversee project completion, and monitor projects after completion			1,2,3,5,6	150			
	Develop project and program reports, outreach materials, and educational opportunities for the council.			6,7,8	150			
	<b>Subtotal: NSWC Assistance</b>			<b>832</b>		<b>40.00%</b>		
	<b>Stream Team</b>							
	Review program, develop program needs, prioritize streams and weeds, and develop projects			1,2,3,5,7	120			
	Contact landowners: develop permission, outreach, and educational materials around the Stream Team			1,2,3,5,6,7	125			
	Develop data collection protocol, create ap in ARC			1,2,3,5,6,7,8	20			
	Contact restoration practitioners, solicit workers, develop protocol for restoration activities			1,2,3,5,6,	30			
	<b>Subtotal: Stream Team Program</b>			<b>295</b>		<b>14.18%</b>		

<b>LAP &amp; SPG Assistance/Conservation Planning</b> Provide LAP and tech support; conduct site visits, provide technical assistance, create maps, site visit write ups; write specs for projects Provide SPG assistance; conduct site visits, provide technical assistance, create maps, site visit write ups; write specs for projects Update and input client data into CATS database Attend weekly tech meetings General Conservation Planning	1,2,3,4,5,6,8	65				
	1,2,3,4,5,6,8	25				
	1,2,3,4,5,6,8	25				
	1,2,3,4,5,6,8	100				
	1,2,3,4,5,6,7	50				
<b>Subtotal: LAP &amp; SPG Assistance/Conservation Planning</b>		<b>265</b>			<b>12.74%</b>	
<b>Invasive Plants Program</b> Provide technical assistance to the public and staff regarding invasive plants (phone calls, emails, site visits, plant ID assistance); respond to invasive hotline reports; Develop articles, presentations and other informational documents related to invasive plants Develop invasive plant profiles and content for website and social media	1,3,4,5,6,7,8	70				
	1,3,4,5,6,7,8	35				
	1,3,4,5,6,7,8	7				
<b>Subtotal: Invasive Plant Program</b>		<b>112</b>			<b>5.38%</b>	
<b>Invasive Plant Surveys</b> Help plan surveys for 2018: Conduct outreach to landowners, train surveyors and supervise in the field Assist with the development of ARC Collector and survey protocol. Develop landowner training and outreach, survey results,	5,6,7,8	35				
	5	5				
	5, 6, 7	30				
<b>Subtotal: Invasive Plant Surveys</b>		<b>70</b>			<b>3.37%</b>	
<b>Native Plant Sale</b> Set up/take down and gather material, supplies and pick up plants for plant sale Help coordinate volunteers and staff set up/take down and gather material, supplies and pick up plants for plant sale	5,6,7,8	10				
	6,7,8	10				
	5,6,7,8	18				
<b>Subtotal: Native Plant Sale</b>		<b>38</b>			<b>1.83%</b>	
<b>Sub-Total Program and Project Activity</b>		1772			45.19%	
<b>Sub-Total Ongoing Activity</b>		140			6.73%	
<b>TOTALS FROM ONGOING AND PROJECT ACTIVITIES</b>		1912			91.92%	
<b>TOTALS FROM PERSONAL TIME</b>		168			8.08%	
<b>TOTAL TIME</b>		2080			100.00%	
<b>Employee Goals for Fiscal Year</b>						

## MARION SWCD WORK PLAN

**2018-2019**

Name: **Susan Ortiz**

Position: <b>Administrative and Grant Programs Lead</b>				Full-Time Equivalent (FTE) Circle	Yes	No <b>0.80 FTE</b>
Circle one: <input type="radio"/> Technical <input checked="" type="radio"/> Administrative <input type="radio"/> Education	Employee ID:	N/A	Total Full Time Yearly Hours	2080	1664	2009.8
<b>Work Period:</b>			7/1/18	6/30/19	Total Anticipated Number of Hours	2009.8
Strategic Plan Goal Number	Anticipated # of Hours	Additional # of Hours Needed	% of Time	Quantity	Item Completed	2009.8

**Personal Time**

1	Statutory holidays (10 days)		80			
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)		8			
3	Annual Leave (accrue 8 hrs per month = 10hrs * 0.80FTE)		96			
4	Sick Leave (accrue 6.4 hrs per month = 8hrs * 0.80FTE)		76.8			
	Other					
<b>Sub-Total Personal Time</b>			260.8	15.7%		

**Ongoing Activities**

Priority	Activity/Task					
1	Disbursement of funds of the District to pay bills and encumbrances incurred (accounts payable) through the operation of the District in accordance with District Policy. Ensure W-9's are on file for vendors (and grantees) and TIN matching is completed prior to payment, as required. Process reports required to appropriate agencies – Oregon Department of Revenue, Internal Revenue Service, and individuals (1099's).	8	83	5.0%		
2	Payroll disbursements for District employees. Process reports and payments required, to appropriate agencies – Oregon Department of Revenue, Internal Revenue Service, State Employment, etc. and employees. Include training to remain current on requirements.	8	83	5.0%		
3	Develop, monitor and maintain contracts with business that supplies materials, goods or services for the operation of the District in accordance with Oregon Law. Assist staff with the public contracting process. Write and review District Contracts, including intergovernmental agreements, contracts for supplies and services. Prepare and post Requests for Proposals in cooperation with District Manager. Research State of Oregon price agreements for purchasing of services and supplies. Attend training related to public contracting to remain current in the knowledge	8	83	5.0%		
4	Coordinates and provides assistance to Technical Specialists with the Conservation Activities Tracking System (CATS) computer program.	1-6	125	24	7.5%	
5	Acts as the main contact person during the absence of a Technical Specialist, following up with them upon their return. Acknowledges receipt of correspondence or documentation in absence of a Technical Specialist.	1-6	42	2.5%		
6	Assist District Manager with financial operations. Including but not limited to: Keep and maintain a list of all District Capital Items. Organizes and maintains vendor files; and associated quotes, bids, contract(s) and correspondence. Works with District Manager and accountant in preparing annual financial audit.	8	27	1.6%		
7	Monitors a variety of activities on behalf of the District's Technical Specialists for the purpose of achieving goals and meeting target dates. Coordinates logistics for in-office meetings and any outside events for Technical Specialists including scheduling, venue arrangements, set-up, equipment needs, refreshments, materials etc.	1-6	42	64	2.5%	
8	Researches a wide variety of topics for the purpose of providing information and/or recommendations and/or addressing a variety of administrative and/or program requirements. Includes training related to these areas.	1-8	33	2.0%		

9	Represent the District at various meetings and functions. Representation may be required outside the normal workday and may require overnight travel.	1-8	33		2.0%		
10	Coordinates a variety of projects, functions, and/or program components for the purpose of completing activities and/or delivering services. Responds to a variety of inquiries from internal and external parties for the purpose of providing information or direction and/or facilitating communication among parties.	1-8	83	50	5.0%		
11	Maintains a wide variety of manual and electronic document files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements. Assist with implementation of policies, regular reviews are completed, and remain current to laws.	8	83	50	5.0%		
12	Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the District's Technical Specialists, and occasionally for operational staff such as the District Manager	1-8	33		2.0%		
13							
<b>Sub-Total Ongoing Activity</b>			750	188	45.1%		

**Project or Program Activities**

Priority	Activity/Task						
1	Program Lead - LAP/SPG grant programs. Performs grant program management including screening proposals for basic completeness and handles related follow-up, works with outside review team to review and rank applications, schedules meetings for application and program review, award notifications, grant agreements, maintaining schedule of grantee reporting deadlines, and ensuring grantee compliance for the grant programs. Develops, proofreads and edits various program related grant documents. Maintains filing system for the programs. Ensures required audits of finished grant projects are completed.	1-6, 8	715		43.0%		
2	Maintains tracking/filing system for technical information and internal and external grant programs.	1-6, 8	60	16	3.6%		
3	Submits reporting and/or reports for external grants. If information is needed for a report from District personnel, advises appropriate personnel of the information required for reports to be filed on time.	1-6, 8	25		1.5%		
4	Program Lead (Team Leader) for the Lower Willamette East Small Grant Team. Coordinates team grant submissions, team meeting, writes grant agreements, responsible for grant tracking and biennial reporting, primary liason between OWEB and grantees, team outreach, training and assistance with reporting for team members.	1-6, 8	116		7.0%		
5	Program Lead/Fiscal Agent - OWEB SG program for MSWCD. Performs application scoring, participates in team meetings, prepares reports on behalf of District, acts as fiscal agent for Marion SWCD on OWEB SG's.	1-6, 8	83		5.0%		
6					0.0%		
<b>Sub-Total Project Activity</b>			999	16	60.0%		
<b>TOTALS FROM ONGOING AND PROJECT ACTIVITIES</b>			1749	204	105.1%		

**Employee Goals for Fiscal Year**

1	Fully utilize CATS for new clients, project development, update archive client information to include past grants						
2	Develop / Implement program and specifications for multi-property project(s), such as a SPG Field Borders Grant						
3	Continue to develop ArcGIS skills to assist Tech staff and clients						
4							
5							
6							

MARION SWCD EMPLOYEE WORK PLAN

Name: Tom Wilson					<b>2018-2019</b>	
Position: Adminstrative Assistant				Full-Time Equivalent (FTE) Highlight in Yellow	Yes	No
Highlight One in Yellow: Technical <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">Administrative</span> Education			Employee ID:	N/A	Annual Work Allotment (hours)	50% <b>864</b>
Work Period:			7/1/18	6/30/19	Anticipated annual average number of hours	50% <b>864</b>
Priority	Activity/Task	Strategic Plan Goal Number	Planned Hrs/yr	Actual Hrs/yr	%	Completed
<b>Personal Time</b>						
1	Statutory holidays (10 total)		60			
	Floater Day (1 Day for employees who works 20 hrs or more)		6			
2	Annual Leave (earned at 8 hrs x 0.50 FTE = 4 hours per month)		48			
3	Sick Leave (earned at 8 hrs x 0.50 FTE = 4 hours per month)		48			
4	Other		0			
<i>Sub-Total Personal Time</i>			<b>162</b>		<b>19%</b>	
<b>Ongoing Activities</b>						
1	Monthly Board Meetings : Preperation, Mailings, Minutes	6,8	60		7%	
2	Budget Committee Preperation, Mailings, Minutes	6,8	4		0%	
3	Admin Committee Preperation, Mailings, Minutes	6, 8	12		1%	
4	Recordkeeping, Filing & Maintain Minutes Notebooks	6,8	12		1%	
5	Answer Telephone/Greet Visitors-Fill-in	6,8	20		2%	
6	Misc Office Work (shredding, supplies, relabeling)	6,8	8		1%	
7	Data Input into CATS Program	1-8	24		3%	
8	Website Social Media Updates	6,8	60		7%	
9	Review of Educational Brochures	6,8	12		1%	
10	Weekly Laptop Updates	6,8	12		1%	
11	Update Rural Living Handbook	6,8	24		3%	
13	Archive administrative documents (board & committee minutes, etc.)	6,8	24		3%	
14	Create document binders for administrative activities - yearly	6,8	8		1%	
15	Coordinates logistics for in-office meetings and any outside events for Technical Specialists including scheduling, venue arrangements, set-up, equipment needs, refreshments, materials etc.	1-8	32		4%	
16	Assist District Manager with financial operations. Including but not limited to: Keep and maintain a list of all District Capital Items. Organizes and maintains vendor files; and associated quotes, bids, contract(s) and correspondence. Works with District Manager and accountant in preparing annual financial audit.	8	8		1%	
17	Coordinates a variety of projects, functions, and/or program components for the purpose of completing activities and/or delivering services. Responds to a variety of inquiries from internal and external parties for the purpose of providing information or direction and/or facilitating communication among parties.	1-8	60		7%	

18	Maintains a wide variety of manual and electronic document files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements. Assist with implementation of policies, regular reviews are completed, and remain current to laws.	8	72		8%	
19	Safety Officer Responsibilities	8	24		3%	
20	File and Records Management (Paper and Electronic)	8	24		3%	
21	Newsletter Creation and Maintaining Subscriber Database	7, 8	36		4%	
<b>Sub-Total Ongoing Activity</b>			<b>698</b>		<b>81%</b>	
<b>Project or Program Activities</b>						
1	LAP/SPG/OWEB SG - assist with file creation, tracking, etc.	1-6	8			
2						
3						
<b>Sub-Total Project Activity</b>			<b>8</b>		<b>1%</b>	
<b>TOTALS FROM PERSONAL TIME, ONGOING AND PROJECT ACT</b>			<b>868</b>		<b>100%</b>	
<b>Program or Activity Targets</b>		Ongoing Activity #	Project or Program Activity #	Projected Total Numbers	Actual Total Numbers	Increase + Decrease -
1						
2						
<b>Employee Goals for Fiscal Year</b>						
1	Learn Social Media Program Skills (FB, Mail Chimp, Event Bright)					
2	Assist with administration of Outreach/Education hire					