

**INDIVIDUAL DEVELOPMENT PLAN**  
**for Pennsylvania Conservation District Directors**

**NAME:** \_\_\_\_\_ **POSITION:** *District Director* **COUNTY:** \_\_\_\_\_ **COMPLETION DATE:** \_\_\_\_\_

POSITION DEVELOPMENT PROFICIENCY MODEL				ACTION PLAN		EVALUATION		
SUBJECT	REFERENCE MATERIALS	AVAILABLE TRAINING RESOURCES	LEVEL PRESENT	LEVEL PLANNED / PRIORITY	SELECTED TRAINING METHODS	DATE COMPLETED	TRAINER INITIALS & DATE	COMMENTS
<b><u>SUBJECT: CONSERVATION DISTRICTS STRUCTURE</u></b>								
A. Conservation Districts 1.Philosophy underlying Conservation Districts 2. How CDs are organized and operated 3. Applicable CD law 4. State Conservation Commission 5. District programs and work plan 6. State Association of CDs - PACD 7. National Association of CDs - NACD	PA “Conservation District Director Handbook” Act 217 Act 148 CD Long Range Plan CD Annual Work Plan “Directions For The 90s” PACD By-laws, policies and committees NACD By-laws, policies and committees	DEP PDA PA SCC OJT/Self DEP Regional Field Representative State & Regional PACD Meetings District Manager District Chair PACD Executive Dir./Council/ Committee Chairs/ Members NACD Regional Director						

*PROFICIENCY LEVELS ( 1 = Unfamiliar, 2 = Aware, 3 = Understands, 4 = Proficient and can train others)*

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**SUBJECT: DIRECTOR ROLES AND RESPONSIBILITIES**

A. Meeting Organization & Conduct 1. Parliamentary Rules of Order 2. Roles of Officers 3. Committee Structure and Responsibilities 4. Attendance requirements	“Skills For Working Together” NACD - “Leadership ID & Group Dynamics”	District Chair DEP Regional Field Representative						
B. Natural Resource Issue Identification 1. Local and State Natural Resources 2. Social and Economic Impact of Natural Resources 3. Current & projected status of resources 4. Influences on resources	Soil Survey County-wide Resource Inventories	District Conservationist Extension Director District Manager Service Forester						
C. Policy Development 1. Current District Policies 2. State and National Policies	District Policy Book “Directions for the 90s”	District Chair District Manager PACD/NACD Meetings						
D. Personnel Supervision 1. Management/Supervisory Responsibilities 2. Position Descriptions 3. Evaluation of Employees 4. Employees compensation 5. Employee training 6. Employee relations 7. Determining workload & staffing needs	Current position descriptions District policies NACD “Personnel Mgt. Reference Book” County Personnel Policies District Manager	DEP Regional Field Representative County Personnel Manager						
E. Financial Management 1. Financial Planning - short-term & long-term 2. Budget Preparation & Implementation 3. Funding Opportunities	District Annual Budget District Long-Range Budget “Program” requirements	County Budget Director “Program” administrators District Manager						

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ACTION PLAN

EVALUATION

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SUBJECT: COOPERATING AGENCIES AND GOVERNMENTAL STRUCTURE

A. Town and Borough Structure	Municipal Code Book	County Township Assoc.						
B. County Government 1. Commissioners’ office 2. Planning office 3. Assessment office 4. Agricultural Preservation	County Code Book	County Commissioners						
C. State Government 1. Governor’s office 2. Cabinet offices 3. Department of Environmental Protection 4. Department of Agriculture 5. Department of Conservation of Natural Resources	Departments’ organizational charts and program descriptions	Extension Director DEP Regional Field Representative State Legislators						
D. Cooperating Agencies & Their Relationship with Districts 1. USDA - NRCS - FSA - Forest Service 2. US Fish & Wildlife Service 3. DEP - Bur. of Water Quality Protection - Bur. of Watershed Conservation - 4. Extension Service 5. PennDOT 6. PDA 7. State & Federal Legislators 8. DCNR	Memorandums of Understanding NACD - “Building Alliances” - “Building Your District Team” - “Building Local Partnerships” - “Partnership Organization Structure” - “Partnership Relations”	Agency/Organization representative State/Local meetings PACD Exec. Council Meetings NACD Regional & National Meetings PACD Regional Meetings						

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		RESOURCES		PRIORITY	METHODS		DATE	
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**SUBJECT: DISTRICT DELEGATED PROGRAMS**

A. Chapter 102	Program Delegation Contract Program Administration Manual	Administering agency representative District staff						
B. Chapter 105	See above	See above						
C. Nutrient Management	See above	See above						
D. Chesapeake Bay	See above	See above						
E. Bio-solids	See above	See above						
F. Landowner Reclamation	See above	See above						
G. Floodplain Management	See above	See above						
H. Agricultural Preservation	See above	See above						
I. Gypsy Moth	See above	See above						
J. Dirt & Gravel Roads	See above	See above						

**SUBJECT: COMMUNICATIONS**

A. District Program Promotion	NACD - “Marketing for Conservation Success” PACD Marketing Handbook	PACD/NACD Local, State, Regional and National Meetings PACD PR Committee						
B. Legislative Contacts	PACD “Legislative Contact Packet”	PACD/NACD Local, State, Regional and National Meetings PACD Legislative Committee						
C. Working with the Media		PACD/NACD Local, State, Regional and National Meetings PACD PR Committee						

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<b>SUBJECT: OTHER DISTRICT PROGRAMS</b>								
A. Environmental Education Programs	“Program” materials	District Staff PA Dept. Education PACD NACD						
B. Sales Programs 1. Seedling Sale 2. Topographic maps 3. Fish 4. 5.	Sales Program descriptions & policies NACD program descriptions	District Staff District Directors NACD						
C. Fee Policy	SCC policies District Policies	District Directors DEP Regional Field Representative						
D. Technical Assistance provided	SCC policies District Policies	District Directors DEP Regional Field Representative						
E. Planning Assistance provided	SCC policies District Policies	District Directors DEP Regional Field Representative						

Notes and Comments about future training needs and opportunities:

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