

# Sangre de Cristo Acequia Association

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## Job Duties and Description

### Knowledge and Skill Required by Position

- ❑ Working knowledge or ability to learn about acequia history and culture. To have the ability to provide proper education content and to effectively interact with community members.
- ❑ Willingness to develop water knowledge and interact with key water agencies.
- ❑ General office management skills.
- ❑ Comfortable dealing with public and speaking to groups.
- ❑ Ability to learn to write grants and understand reporting requirements for grants.
- ❑ Hold a valid driver's license.
- ❑ High school graduate or GED equivalent.
- ❑ Prepare all board meeting materials and attend meetings.
- ❑ Proficient in Microsoft Office applications to include: Word, Excel, Publisher and Power Point.
- ❑ Communicate proficiently orally and in writing.
- ❑ Ability to help develop a program budget and follow accounting principles for a 501 (c) 3.
- ❑ Ability to work with and develop contracts with service providers such as - phone, and internet.
- ❑ Friendly, positive and professional attitude

### Duties

1. Communicates orally and in writing with the SdCAA board and Oversight committees, attending all regular and special meetings, to include the annual meeting.
2. Will provide a monthly activity report to board and a quarterly report to funding partners upon request.
3. Uses own initiative in carrying out most aspects of program.
3. Assembles informational materials on various subject areas in and around acequia preservation and water, then disseminates that information according to the audience need and criteria.
4. Respond to educational requests from community groups.
5. Help track the program budget and understand SdCAA finances.
6. Will serve as the SdCAA liaison at various meetings and functions.
7. Direct day to day functions of SdCAA, under the direction of the board.

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## Responsibilities

The responsibilities for the position include but are not limited to;

- Develop and maintain the Colorado Acequia Database for Costilla, Conejos, Huerfano and Las Animas counties.
- Develop and build Acequia Association delegate membership.
- Update and maintain website with current information - events and information.
- Developing, designing and presenting information about Colorado's acequias.
- Attend partner's meetings as an SdCAA liaison and provide information and project updates on latest SdCAA events.
- Registration, preparation, set-up, and presentation and PSA for Community education events about conservation of natural resources that include both adult and young adult audiences. (landowner outreach events and field tours.)
- Assist Colorado Open Lands in set-up, preparation, registration and presentation of the annual Congreso.
- Meet with SdCAA partners to continue to develop and strengthen relationships with them. (Individual Acequia's, NMAA, LRC, Grazing Association, Vega Board, NRCS, SdCNHA, CCCD, CCD, Board of County Commissioners and others)
- Reporting for grants and SdCAA events including developing and publishing public information articles in the SdCAA newsletter.

## Evaluation/Mentoring

Completed work will be reviewed by the board monthly at the regular meeting, performance evaluations will be done quarterly. Salary will be reviewed by the board annually and will be commensurate to performance.

## Pay/Sick Leave/ Vacation/Travel

- Pay- Bi-monthly on the 1<sup>st</sup> and the 15<sup>th</sup> of each month.
- Sick - Sick days will accrue at a rate of 2 hours per pay period and must be used by 12/31 of that calendar year.
- Holiday – the following holidays will be observed. New Year's Eve and New Year's Day, Memorial day, 4<sup>th</sup> of July, Labor Day, Thanksgiving and day after, Christmas Eve and Christmas Day.
- Vacation- Vacation and personal time will begin after one year of employment, At that time employee will receive one week vacation, which must be used by 12/31 of the year earned. No Vacation or sick time will be carried over.

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- Travel – Travel will be reimbursed in accordance with the current federal mileage allowance. Employee will keep a travel log that documents trips to include: Date, purpose and destination. Reimbursement will only be for acequia association business.

### Program Neutral

Incumbent must work from politically neutral position on all issues. The Sangre de Cristo Acequia Association prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program.