

Dixie Conservation District Clerk Contract

This agreement is entered into between the Dixie Conservation District ("District") and Kristy Bowler ("Clerk").

The Clerk agrees to fulfill the duties of Clerk for the Dixie Conservation District, effective January 1, 2026 (date).

The District and the Clerk have agreed upon compensation in the amount of \$200 per Quarter Month Hour (check one).

This compensation and appointment agreement was approved by motion of the District Board in accordance with the Public Meeting Act and is documented in the approved meeting minutes.

The meeting at which the motion was approved was held on February 24, 2026.

This agreement must be renewed every two (2) years, during even-numbered years, at the start of the District's fiscal year, and is subject to approval by the District Board. This agreement may be modified or terminated at any time with the approval of the District Board, in accordance with applicable laws and meeting requirements.

Below is a job description of a Conservation district clerk:

The **Conservation District Clerk** serves as the backbone of Conservation Districts operations, providing essential administrative, financial, and public relations support. This role is the primary point of contact for both the public and staff, ensuring the district runs efficiently while supporting vital conservation programs and community engagement.

Core Responsibilities

The Clerk handles a wide range of tasks to maintain smooth office functionality.

- **Administrative Support:** Managing mail, scheduling meetings, ordering supplies, maintaining digital and physical files, equipment, and general office management.
 - **Board & Meeting Management:** Attend monthly board meetings and other meetings as needed. Prepare agendas, meeting notices, minutes, and resolutions. Ensure the Board remains in compliance with legal requirements, such as the [Open Meeting Act](#)
 - **Financial Duties:** Perform basic bookkeeping, process invoices, maintain accurate financial records, process board member payroll, grant management and budget preparation.
 - **Public & Customer Service:** Act as the face of the district by responding to public inquiries, explaining available programs, and directing calls to appropriate staff.
 - **Record Keeping:** Ensure that permits, project documents, and financial transactions are recorded accurately and remain easily accessible. Fulfills GRAMA requests as needed following state guidelines. Upon receiving a GRAMA request notify UDAF asap.
 - **Conservation District Compliance:** Meet the state auditors' requirements to ensure the District's compliance with all applicable state regulations, including the timely and accurate submission of required quarterly and annual reports. [State Code 17D-3](#)
-

Key Tasks & Outreach

Clerk plays a vital role in program success through outreach.

- **Communication:** Draft official correspondence, manage website updates, and coordinate outreach materials such as newsletters or tree sale promotions.
 - **Event Logistics:** Support the District and Resource Coordinators in promoting and planning outreach and education events. Arrange meeting spaces and logistics for workshops, fairs, or educational events.
 - **Data & Reporting:** Maintain logs, enter critical data, and compile simple reports to track district progress. Maintain records and documents in compliance with the state of Utah Archive rules. Posting meeting agendas and taking meeting minutes and recordings flowing the Open Meetings Act requirements.
 - **Project Support:** Assist with the paperwork and coordination required for various conservation projects and outreach activities.
-

Qualifications

- Strong organizational skills with the ability to manage calendars and office supplies.
 - Working knowledge of QuickBooks and Excel is highly recommended.
 - Proficiency in basic bookkeeping and financial records maintenance.
 - Excellent communication skills for drafting newsletters and interacting with the community.
 - Ability to maintain detailed records for legal and financial compliance.
-

Approved and agreed by:

Kristy Bowler

Clerk

2/24/2026

Date

Kelly Alde

Conservation District Treasurer

2/24/26

Date

Heath Bowl

Conservation District Chairperson

2/24/26

Date