

## Analyzing the Staffing Needs of Your District

Before the SWCD board begins a search for a staff position replacement or a new hire to expand the capacity of the district the SWCD board should first identify the priority staffing needs of the district. The hiring of new and/or additional staff is an opportunity for the SWCD board to expand the role of the district in the community. To do so the board needs to consider what staffing knowledge, skills and expertise are needed to help the district expand its capacity to assist the community and the district's priority customers in the conservation of soil, water and related natural resources. The following worksheet will assist the supervisors in analyzing district needs. A District Support Specialist can assist the supervisors in working through this tool using either flip charts or an LCD projector to record information.

1. List the priority assistance needs of your customers.

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2. List the top three strengths and weaknesses of the current staffing  
**Strengths** **Weaknesses**

<b>Strengths</b>	<b>Weaknesses</b>
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3. What programs and activities would the district like to do, but due to the lack of staff resources and/or skills has been unable to accomplish?

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4. Identify the knowledge, experience, and skills a new staff person would need to bring to the district to help your district achieve these accomplishments.

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