

POSITION DESCRIPTION

District Manager
Brown County Soil and Water Conservation District

Position Opening: Brown County Soil & Water Conservation District Manager/Treasurer
FullTime/DepartmentHead 8:00 A.M. - 4:00 P.M.

Highly Motivated, self-disciplined, Multi-tasking individual who will work for a five member board. This person must have a bachelor's degree or equal experience in agriculture and/or natural resources. Must work occasional evenings and weekends. Must have excellent computer skills and work well with the public. More information and application 812-988- 2211. Applications & Resumes due by 5/27/15. Send to P.O. Box 308

POSITION SUMMARY

The incumbent provides managerial, administrative, supervisory, educational, and technical support to the Brown County Soil and Water Conservation District Supervisors in carrying out the District's program in conformance with the purpose of the District as defined in the Indiana District Law (IC 14-32). This professional position requires skills and experience in program development and administration, communications, and financial management. The position requires supervision of other District employees. The incumbent should possess technical knowledge and/or work experience in agriculture, and natural resources management.

PRIMARY RESPONSIBILITIES

- a. Program Development/Management/ Administration
- b. Understands the purpose, powers, programs, and responsibilities of the District.
- c. Seeks information and keeps Supervisors informed about local, state and federal regulations, laws, programs, and/or activities that may impact the District.
- d. Assists in coordinating District programs with the programs and activities of personnel from NRCS, ISDA, IDNR, CES, FSA, and other agencies involved in the conservation of soil, water and related natural resources.
- e. Assists the Supervisors with the drafting of an annual budget.
- f. Prepares grant applications and other funding proposals as opportunities arise to enhance the District's program and/or accelerate the application of best management practices and technologies to improve soil and water quality and related natural resources in the county.
- g. Serves as the day-to-day manager/administrator for all conservation program grants received.
- h. Assists the District chairperson in planning and conducting the monthly board meetings.

POSITION DESCRIPTION

District Manager
Brown County Soil and Water Conservation District

- i. Assists the Supervisors in planning and conducting the District's Annual Meeting.
- j. Assists the Supervisors in developing their 3-5 year business plan, annual plan of action and publishing a report on the District's mission, priority resource concerns, goals, planned actions, and accomplishments.
- k. Assists District Supervisors in developing closer working relationships with local units of government as well as local, state and federal elected officials.
- l. At the request of the Supervisors, the incumbent may be required to supervise other District employees, prepare and update job descriptions, conduct evaluations, and recommend needed training, disciplinary action, and recognition of employee efforts.
- m. Assures that all funds are received and disbursed according to guidelines in the
- n. District Operations Manual and as per instructions from ISDA-Division of Soil Conservation and/or the Indiana State Board of Accounts Assures that a monthly written financial report is prepared for the Supervisor's review and approval.
- o. Responds to telephone calls and walk-in requests for assistance and/or directs the requests to the appropriate SWCD, NRCS, ISDA, DNR, or other agency personnel for assistance.
- p. As requested by the board of supervisors, other duties as needed. This position requires the ability to see the need for added responsibility.
- q. Must be self-motivated and seek new opportunities for the district to stay involved locally.

INFORMATION/EDUCATION

- a. Provides leadership in planning and implementing the District's information and education program.
- b. Utilizes news releases, radio and TV interviews to promote the District's mission and programs.
- c. Presents programs to key county groups about the District's mission, responsibilities, programs, resources, and accomplishments (*i.e. civic clubs, farm organizations, environmental groups, developers, etc.*)
- d. Coordinates technical tours, workshops, and programs for land users interested in improving soil, water and related natural resources. Seeks cooperation and collaboration with Purdue Cooperative Extension Service and other conservation partners in planning and implementing these events.

POSITION DESCRIPTION

District Manager
Brown County Soil and Water Conservation District

TECHNICAL

- a. Explains planning and application of conservation practices and how they improve soil and water quality to land users and other interested audiences.
- b. Advises land users about programs available to provide technical and financial assistance for applying conservation practices on their land.
- c. Assists the Natural Resources Conservation Service (NRCS), Department of Natural Resources (DNR), Indiana State Department of Agriculture (ISDA), and other Soil and Water Conservation Districts (SWCD) personnel in survey, design, and planning of conservation practices.
- d. Assists the ISDA- Division of Soil Conservation in implementing the state's Stormwater and Sediment Control Program (*Rule 5; Rule 13; and MS4's*).
- e. Provides soils information for agricultural, residential and/or commercial development to the County Planning Department.
- f. Due to no available technical personnel available to Brown County Soil & Water Conservation District, the District Director will meet on site with landowners to help with any technical need within the scope of her/his knowledge.

POSITION REQUIREMENTS

- a. Bachelor of Science degree from an accredited university or college in physical, environmental, or earth science, and applicable experience in soil and water conservation technical experience. (Experience, knowledge and some college may be considered in lieu of degree) Excellent oral and written communication skills.
- b. Excellent organizational skills and ability to prioritize variable workload.
- c. Ability to work with persons from many other organizations, agencies, and groups in a professional manner to project a favorable image of the District.
- d. Ability to use a computer for word processing, data, and financial management.
- e. Attendance at night meetings or weekend activities will be necessary. The Supervisors determine policies on compensatory time as needed, in accordance with local SWCD and county guidelines and policies.
- f. Travel outside the office and the county on behalf of the District will be necessary and will

POSITION DESCRIPTION

District Manager

Brown County Soil and Water Conservation District

be reimbursed in accordance with District policies.

g. A valid Indiana driver's license is required.

Draft of Requested Job Description for Brown County District Manager