

District Manager's Job Description



POSITION DESCRIPTION

District Manager

Brown County Soil & Water Conservation District

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 may also require supervision of other District employees. The incumbent must also possess technical knowledge and/or work experience in agriculture and natural resources management.

PRIMARY RESPONSIBILITIES

1. PROGRAM DEVELOPMENT/MANAGEMENT/ADMINISTRATION

- a. Understands the purpose, powers, programs, and responsibilities of the District.
- b. Seeks information and keeps Supervisors informed about local, state and federal regulations, laws, programs and/or activities that may impact the District.
- c. Assists in coordinating District programs with the programs and activities of personnel from NRCS, IDNR, Purdue Extension and other agencies involved in the conservation of soil, water and related natural resources.
- d. 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.
- e. Serves as the day-to-day manager/administrator for all district conservation program grants received.
- f. Assists partnership staff with information and education about conservation programs available to address resource concerns of land users.
- g. Assists the District chairperson in planning and conducting monthly board meetings.
- h. Assists the Supervisors in planning and conducting the District's Annual Meeting.
- i. Assists the Supervisors in developing their 3-5 year business plan, annual plan of action and publishing report on the District's mission, priority resource concerns, goals, planned actions and accomplishments.
- j. Assists District Supervisors in developing closer working relationships with local units of government as well as local, state and federal elected officials.

- k. At the request of the Supervisors, the incumbent may be required to supervise other District employees, prepare and update job descriptions, conducts evaluations, and recommend needed training, disciplinary action, and recognition of employee efforts.
- l. Assures that all funds are received and disbursed according to guidelines in the District Operations Manual and as per instructions from ISDA-Division of Soil Conservation and/or the Indiana State Board of Accounts.
- m. Assures that a monthly written financial report is prepared for the Supervisors' review and approval. The report includes beginning and ending balances of all accounts, all receipts and disbursements, claims for approval, and status of all investments.
- n. Responds to telephone calls and walk-in requests for assistance and/or directs the requests to the appropriate SWCD, NRCS or ISDA personnel for assistance. Assists partnership staff in servicing technical assistance requests as time permits.
- o. Assures the inventory of office supplies and publications is sufficient to allow operations to continue efficiently and cost-effectively.
- p. Develops, conducts, or participates in surveys, studies, or investigations of various land uses to inform corrective action plans.
- q. Gather information from geographic information systems (GIS) databases or applications to formulate land use recommendations.
- r. Attends partnership meetings including, but not limited to: BCNWP, Watershed Planning, Nashville Tree Board, KBCB, and SCPG. Partnership subject to change based on District goals and objectives.
- s. Serves as District Treasurer, including maintaining records of financial accounts and providing monthly annual reports, collecting outstanding debits, making bank deposits, and writing checks.
- t. Maintains the district website as webmaster.
- u. Attends SWCD meetings, prepares agendas, and types minutes of meetings.
- v. Prepares State Financial Report and Treasurer's Report for SWCD as directed.
- w. Performs other duties as requested by the District Supervisors.

2. INFORMATION/EDUCATION

- a. Provides leadership in planning and implementing the District's information and education program.
- b. Prepares or oversees the preparation of a District newsletter and an annual report.
- c. Utilizes news releases, radio and TV interviews to promote the District's mission and programs.
- d. Presents programs to key county groups about the District's mission, programs and accomplishments. *(i.e. Civic clubs, farm organizations, environmental groups, developers etc.)*

e. Helps arrange 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.

f. Helps provide soil, water and related natural resource information, educational resources, programs, and training to local school teachers (*i.e.*: *Project Wet, Water Riches, River watch, Envirothon, etc.*) in cooperation with the Extension and others.

3. TECHNICAL

a. Explains planning and application of conservation practices and how they improve soil and water quality.

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) personnel in survey, design and planning of conservation practices.

d. Assists IDEM- Indiana Department of Environmental Management in implementing the state's Urban Erosion Control Program (*Rule 5*) in the county.

e. Assists in supervising installation of conservation practices by land improvement contractors.

f. Helps provide soils information for agricultural, residential and/or commercial development to the County Planning/Building Department.

g. Participate in any Board approved Contribution Agreement.

POSITION REQUIREMENTS

a. College degree strongly preferred, however, extensive experience in a similar position will be considered. College degree in agriculture, natural resources or extensive technical experience in a related field desirable.

b. Ability to communicate effectively, both orally and in writing, including a thorough knowledge of English grammar, spelling, and punctuation rules.

c. Ability to prioritize efforts delegate tasks and efficiently manage time independently to accomplish a variety of tasks.

d. Ability to work with persons from many other organizations, agencies, and groups in a professional manner to project a favorable image of the District.

e. Ability to use computer for word processing (*i.e.* Microsoft Office), data and financial management (*i.e.* Quickbooks).

f. Normal work hours will be 8 a.m. until 4:00 p.m. Monday through Friday. Limited attendance at night meetings or weekend activities will be necessary.

g. Travel outside the office and the county on behalf of the District will be necessary and will be reimbursed at a rate determined by the Supervisors in accordance with county employee policies.

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

i. Must be at least 21 years of age

j. Knowledge of practices and procedures of bookkeeping and State Board of Accounts, and ability to perform arithmetic calculations and accurately maintain department financial accounts and reports.

k. Knowledge of local, state and federal conservation laws and guidelines that are applicable to the district.

l. Ability to organize and supervise group programs, and plan and deliver effective presentations and educational programs.

m. Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

n. Ability to effectively communicate orally and in writing with co-workers, other County departments, other governmental agencies, other soil and water departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

o. Ability to work alone with minimum supervision and with others in a team environment.

p. Ability to occasionally work evenings and travel out of town for meetings and presentations, sometimes overnight.

SUPERVISORY RELATIONSHIPS

a. This position is under the direct supervision of the Brown County Soil and Water Conservation District Supervisors. Performance appraisal of this employee and decisions regarding salary and other compensation, disciplinary actions and termination of employment are the responsibility of the Brown County Soil and Water Conservation District Supervisors.

b. The Supervisors will determine the incumbent's work schedule. Paid holidays, vacation leave, sick leave, leaves of absence, and employee conduct will follow the Brown County Personnel Policies Handbook.

c. Incumbent is considered an employee of the county and is entitled to the same benefits and considerations as other county employees.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

a. Incumbent performs duties in both a standard office environment and outdoor, fieldwork setting. Office work involves sitting and walking at will, lifting/carrying objects weighing up to 50 pounds, bending, pushing/pulling objects, crouching/kneeling, reaching, keyboarding, close/far vision, speaking clearly, color/depth perception, hearing sounds/communication, and handling objects. Outdoor work includes strenuous walking across varying terrain and topography, and exposure to various outdoor elements.

b. Incumbent is occasionally required to work evenings and travel out of town for meetings and presentations, sometimes overnight.

EVALUATION OF PERFORMANCE

- a. The incumbent will be subject to a 90-day probation period. Upon successful completion of the probation period, the Supervisors will provide the incumbent with a performance appraisal after the first 180 days on the job and then at least once per year after that date.
- b. Performance shall be measured against duties set forth in this job description and the manner in which they are performed (*quantity and quality of work*).
- c. The Supervisors may seek input from other staff in performing this appraisal, but the Supervisors have final authority on decisions relative to performance appraisals and personnel actions.
- d. It is to be understood that the Brown County Soil and Water Conservation District Supervisors have the right to review and update the job description with input from the incumbent at any time they deem necessary.

If interested in this position, please email resume, cover letter, and at least two references to swstephenson76@gmail.com by 3/12/2021. For questions call, 812-988-2211.