

POSITION TITLE: District Manager

EXEMPT: YES

DEPARTMENT: Conservation

SALARY:\$48,410 - \$53,735

POSITION REPORTING: Chairman, Board of Directors, Montgomery County Conservation District

SUMMARY:

This position is responsible for coordinating and administering the programs of the Montgomery County Conservation District to promote conservation of soil and water resources, assist the Board of Directors in identifying and accomplishing the objectives of the Conservation District.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- The District Manager provides information to the Board of Directors on existing programs, and potential programs for conservation district consideration. The District Manager must attend State Association Council meetings, Joint Annual Conferences, and training workshops. Required reports are provided to the State Conservation Commission. The District Manager serves as a member of district committees, assists with the development of district annual and long range plans, supervise nine district staff, provide for staff training on a timely basis to maintain a trained, motivated and supervised staff, and conduct annual performance evaluations. The District Manager is responsible for the programs of the conservation district which are prioritized and assigned by the board of directors. The District Manager is in contact with cooperating agencies, landowners, County Commissioner, Municipal Officials, State Legislators, and the general public, and also promotes the work of the Conservation District to the public at every opportunity.
- Morale is kept high by monthly staff meetings and informal training sessions. Employees concerns or problems are addressed. All staff members participate in discussions or training sessions, and communicate discrepancies in an effort to maintain consistency with each other and other conservation districts. The district Manager helps in maintaining a current level of knowledge, skills and ability by discussions, writing news articles and workshops attended or provided at the local or state level. The District Manager also must conduct monthly or as needed staff meetings, field safety reminders at the change of seasons, and safety equipment are discussed. Staff suggestions in response to programs, or administration are addressed. The Manager works with and under the supervision of the Board of Directors, receives guidance and/or consultation from the Department of Environmental Protection regarding program implementation. The Manager works with Montgomery County Commissioners; the Pennsylvania Department of Environmental Protection; the Pennsylvania Fish & Boat Commission; Pennsylvania Department of Conservation and Natural Resources, Bureau of Forestry; USDA- Natural Resource Conservation Service; Pennsylvania Department of Agriculture; Municipal Officials. The Manager conducts annual personnel performance evaluations of the staff.
- The District Manager utilizes existing rules, regulations, and guidelines to implement programs, and also must convey imaginative approach in the development of community relations to facilitate and encourage conservation of soil & water. The Manager encourages local interest in conservation by taking advantage of opportunities to participate in meetings. Personal contacts include local, state, and federal officials. The District Manager provides technical assistance to various land use planning organizations and units of government in Montgomery County. The District Manager works with contractors, land owners, engineers, municipal officials, and government agencies.
- The District Manager is responsible for the promotion and implementation of conservation programs administered by the district: Erosion & Sediment Control Program, National Pollution Discharge Elimination System Permit Program, Watershed Coordinator Program, Agriculture Conservation Technician Program, Nutrient Management Program, Biosolids Program, Floodplain Monitoring Program, Dirt & Gravel Road Maintenance Program. Information and Educational programs are provided on annual basis and as requested by the public.
- The District Manager provides guidance to the Agriculture Conservation Technician regarding organizing educational and information programs for agriculture producers in association with cooperating agencies, farmers, farm organizations, environmental organizations, and others involved with land use planning. He/she also assist the district in setting priorities
- The District Manager encourages conservation of soil and water resources by administering the Erosion & Sediment Control program in accordance with Level II of the Delegation Agreement with the Department of Environmental Protection. Conduct information/ education programs for engineers, contractors, developers, equipment operators, and other personnel involved in earthmoving activity.
- The District Manager is responsible for maintaining a favorable image for the conservation district when interacting with all levels of state and local government, public and private conservations organizations, and the general public. The person in this position is responsible for completing written reports on program implementation in accordance with the delegation agreements between the conservation district and the Department of Environmental Protection, and Pennsylvania Department of Agriculture.
- The District Manager assists the Board of Directors by providing information on natural resource issues pertaining to Montgomery County, originating at the local, state, or national level. He/she will also assist the general public by providing

information and guidance on all district programs. The manager attends regularly scheduled training sessions, conferences, and meetings as assigned. Assist staff with implementation of district programs when required, and also attend district monthly Board of Directors meetings.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor of Science Degree in Agriculture, Environmental Science, or related field of study, plus at least six years of experience in the practical application of soil conservation measures; or any equivalent combination of training or experience as determined by the District Board of Directors.
- Excellent communication skills (verbal and writing).
- Knowledge of government procedures.
- Plan and effectively coordinate district programs.
- Maintain positive staff environment.
- Must possess a valid Pennsylvania Driver's License.
- Perform related duties as assigned by the Board of Directors.
- Must work with others.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; and talk and hear. The employee frequently is required to taste or smell. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; reach with hands or arms; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

The noise level in the work environment is usually moderate.

PLEASE SEND LETTERS/RESUME OF INTEREST TO: dpardieu@montcopa.org