

JOB POSTING

JOB TITLE: SOIL CONSERVATION DISTRICT MANAGER

DEPARTMENT: CONSERVATION DISTRICT

SUPERVISOR: MATTHEW MCDERMOTT, DIRECTOR OF ADMINISTRATION

SALARY: FULLY QUALIFIED RATE \$50,548.35 (SEE JOB REQUIREMENTS)
NOT FULLY QUALIFIED RATE \$46,137.13

HOURS: 37.5 WEEKLY

OPENING DATE: NOVEMBER 17, 2020

DESCRIPTION

The District Manager functions as the overall coordinator of the Lycoming County Conservation District's programs on behalf of the seven (7) member Board of Directors. The District Manager acts as a liaison for the District between the PA Department of Environmental Protection, the PA Department of Agriculture, the County Commissioners, Legislators, Municipal Officials, Cooperating Agencies and the Community.

The Manager must make independent decisions regarding all aspects of assigned District programs and projects as needed. The Manager is required to encourage local interest in conservation by taking advantage of opportunities to participate in or to send staff members to meetings, submitting articles for the various media outlets, and delivering presentations to promote and sustain conservation interest among varied local groups. The manager can expect routine personal contacts with those officials involved in negotiating or coordinating projects/programs at local, state, and federal levels.

SPECIFIC DUTIES

Primary duties and responsibilities may include but are not limited to:

- Directing, supervising and evaluating the day-to-day activities of Conservation District employees and programs. Carries out supervisory responsibilities in accordance with the County/District policies and applicable laws. Responsibilities include interviewing and training employees; planning assigning and directing work; appraising performance; addressing complaints and resolving problems.
- Plans, presents, and manages Conservation District budgets.

JOB TITLE: SOIL CONSERVATION DISTRICT MANAGER

SPECIFIC DUTIES (CONTINUED)

- Develops and recommends policies, initiatives and actions to the Conservation District Board of Directors. Coordinates monthly meetings of the District Board of Directors and its subcommittees. Assists the Board and staff in developing and implementing its Annual Goals and Objectives.
- Oversees administration of state delegated and state contracted programs including the Chesapeake Bay Program, Nutrient Management Program, Erosion and Sediment Pollution Control/National Pollution Discharge Elimination System Permit Program, Conservation District Fund Allocation Program, Dirt and Gravel Roads Maintenance Program, Watershed Specialist Grant, Agricultural Conservation Technician Grant, Mosquito Disease and Tick Surveillance Grants, and other grants , contracts and programs that are applied for, received and implemented.
- Oversees public relations functions (press releases, public speaking, etc.) to promote the District and represent the District to the public in various matters.
- Represents the Conservation District to local, state, and federal agencies at events where soil and water and related natural resource issues are discussed and solutions proposed.
- Advises municipal, county, state and federal legislators on pending legislation and/or matters relevant to conservation, natural resources management and the District.
- Maintain a comprehensive, current knowledge and awareness of applicable laws and regulations.
- Prepares quarterly and annual reports as required by delegated and contracted programs.
- Acts as a liaison between private citizens and state and federal agencies.
- Promotes District Board capacity building by encouraging participation in PACD, DEP, SCC Director/Board training opportunities.
- Assists nominating organizations and the Board of Commissioners with District Director nominations.
- In cooperation with various federal, state and local agencies, assess the need for conservation work within the District and recommend actions and programs to meet these needs.
- Inform District Board of Directors of developing trends in conservation and other issues which may have an impact on and/or may provide an opportunity for District involvement.
- Oversee staff research and compilation of grant applications; administer awarded grants. Make sure the County Department of Fiscal Services is kept up to date on these as required.
- Develop and maintain a cooperative relationship with all natural resource agencies, public officials, the general public and other organizations partnering with the District.

JOB TITLE: SOIL CONSERVATION DISTRICT MANAGER

SPECIFIC DUTIES (CONTINUED)

- Inform the Legislative Committee of federal, state and local laws that affect the conservation work within the District.
- Assist in District board meeting preparation (monthly reports, agendas, treasurer's report, financial reports, etc.). Prepare written monthly report of activities for the Board of Directors and County Commissioners.
- Organize and attend staff meetings and other meetings as necessary.

SUPERVISORY RESPONSIBILITIES

The District Manager is responsible for supervising the Conservation District Staff in conjunction with their respective responsibilities to the Board of Directors of the Lycoming County Conservation District.

WORKING CONDITIONS

Normal office surroundings

JOB REQUIREMENTS

- Fully qualified requirements include a Bachelor's degree in Soil Conservation, or related field, and seven (7) years related experience.
- Ability to coordinate and oversee the programs of the Lycoming County Conservation District by maintaining knowledge of matters pertinent to conservation and the environment of Lycoming County.
- Ability to develop and maintain effective working relationships with employees, associates, and the general public at various levels.
- Ability to work independently with minimal supervision.
- Ability to communicate effectively both orally and in writing.
- Must be available to work occasional nights and weekends.
- Must submit to and pass pre-employment drug screening and background check per County policy.

LYCOMING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE:

FRIDAY, SEPTEMBER 18, 2020 - FRIDAY, OCTOBER 9, 2020

INTERESTED CANDIDATES SHOULD SUBMIT AN UPDATED RESUME AND LETTER OF INTEREST TO THE HUMAN RESOURCES OFFICE