



## Vacancy Announcement: District Manager

The Huntingdon County Conservation District is looking for candidates to fill a full-time position as the District Manager. The position requires mostly office and some field work. Candidates should review the full job description prior to applying.

The District Manager serves as a source of leadership, coordination, and financial oversight for the Huntingdon County Conservation District. The District Manager public outreach to landowners, farmers, elected officials, media, and community groups. Duties include personnel supervision, program compliance, grant writing and administration, and coordination with other agencies on conservation and restoration projects. The District Manager also serves as the coordinator for the Huntingdon County Agricultural Land Preservation Program and works with a board of directors to fulfill this program.

Typical hours of employment are 8:30-4:00, with some evening and weekend hours required for events or special programs. Starting salary is \$50,000 - \$62,000, commensurate with education and experience. Benefits include health, vision, dental, life, and short-term disability insurance; paid holiday, vacation, and sick time; flexible scheduling and partial telework option upon eligibility. The position is based in Huntingdon, PA and in-person work is required as part of the position.

**Interested candidates should submit 1) a cover letter 2) an official application for employment and 3) current resume by January 31, 2024 to:**

Jeff Thomas  
Huntingdon County Commissioners Office  
223 Penn St.  
Huntingdon, PA 16652  
[jthomas@huntingdoncounty.net](mailto:jthomas@huntingdoncounty.net)

The Huntingdon County Conservation District is an Equal Opportunity Employer that does not discriminate on the basis of race, color, religion/creed, sex, sexual orientation, gender identity, disability, marital status, age, pregnancy, national origin, ancestry, possession of a General Education Development Certificate as compared to a high school diploma, veteran status, or any other characteristic protected by applicable federal, state, or local laws or ordinances. This commitment applies to, but is not limited to, decisions made with respect to hiring, placement, compensation, benefits, promotions, demotions, transfers, terminations, layoffs, return from layoffs, administration of benefits, and all other terms and conditions of employment. Likewise, employees



HUNTINGDON COUNTY  
CONSERVATION DISTRICT

*Conserving Natural Resources for Our Future*

are responsible for respecting the rights of their co-workers, as we must all work together to ensure continued success.



JOB DESCRIPTION  
District Manager

**RESPONSIBILITIES:** To perform this job successfully, an individual must be able to satisfactorily perform duties within the following programs that include but are not limited to:

- 1) Provide Organizational Leadership
  - Serve as a leader for employee recruitment, hiring, and orientation
  - Oversee personnel in daily duties, monitor progress, and offer guidance and evaluation as needed
  - Execute state contracts and delegation agreements for Pennsylvania's Chapter 102 program, Act 38 Nutrient Management Program, Dirt & Gravel and Low Volume Road Program, Watershed Specialist Program, Agricultural Conservation Assistance Program, and more
- 2) Oversee Financial Operations
  - Prepare and implement annual operating budget, individual program budgets, and grant project budgets
  - Maintain adequate records and prepares various reports for reimbursement
  - Ensure separation of duties, accuracy of financial reports, and present monthly Treasurer's report to the Board of Directors
  - Write Manager's Discussion and Analysis for annual audit
- 3) Write and Administer Grants
  - Write grant applications and propose project budgets to various agencies
  - Oversee policy and procurement guidelines are followed
  - Prepare grant reports and reimbursement requests
  - Manage cash flow for payments
  - Write and publish final reports
- 4) Community Outreach and Partner Coordination
  - Prepare annual reports, write press releases, and conduct interviews with the press
  - Keep abreast of all federal, state and local laws that affect the conservation work within the district
  - Coordinate requests for district assistance with the NRCS Field Conservationist and other appropriate resource agencies
- 5) Coordinate the Huntingdon County Agricultural Land Preservation Program
  - Maintain board membership, call public meetings, and organize application openings
  - Work with Pennsylvania's Bureau of Farmland Preservation and a settlement lawyer to place permanent conservation easements on selected farms
  - Coordinate with the County Planning and Mapping offices to fulfill program requirements



## HUNTINGDON COUNTY CONSERVATION DISTRICT

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### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Bachelor's Degree in Natural Sciences, Business Administration, Communications, or a related field, **or equivalent experience**

Experience with personnel management, human resources best practices, and budget management

Strong communication skills, including public speaking to elected officials, agency partners, farmers, community groups, and personnel

Strong writing skills for grant writing and program promotion

Strong organizational skills to manage multiple programs and personnel

Ability to multitask and to perform routine duties without direct supervision both in an office and field setting

Ability to traverse difficult terrain

**ACCOUNTABILITY:** The District Manager reports directly to the Huntingdon County Conservation District Board of Directors.

**ADDITIONAL REQUIRMENTS:** Possess a valid motor vehicle operator's license. Personal vehicle use is required and will be reimbursed at the applicable state rate. Must be able to pass (and maintain ability to pass) background checks and certification clearances for working with youth.

Other duties performed as assigned. The Huntingdon County Conservation District reserves the right to add or change the duties of this job description at any time.

*AN EQUAL OPPORTUNITY EMPLOYER*



HUNTINGDON COUNTY  
CONSERVATION DISTRICT

**Employment Application**

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**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

City State ZIP Code

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Date Available: \_\_\_\_\_

Are you authorized to work in the U.S.? YES NO  
☐ ☐ What are your salary expectations?

Do you have a valid driver's license? YES NO  
☐ ☐

Have you ever been convicted of a crime? "Crime" means all felonies and misdemeanors, including serious driving offenses, e.g. DWI/DUI and reckless driving, but does not include minor traffic offenses or other summary offenses. Please include any convictions, as well as pleas of "guilty" or "nolo contendere". YES NO

If a "yes", please attach an explanation. Prior conviction will not automatically bar an applicant from employment.

**Education**

	SCHOOL NAME	ADDRESS	NUMBER OF YEARS ATTENDED	MAJOR/ DEGREE	DIPLOMA OR GED Yes or No	
HIGH SCHOOL					YES <input type="checkbox"/>	NO <input type="checkbox"/>
COLLEGE					YES <input type="checkbox"/>	NO <input type="checkbox"/>
OTHER					YES <input type="checkbox"/>	NO <input type="checkbox"/>

### References

*Please list three professional and/or personal references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

**Previous Employment (Continued)**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

*Dishonorable discharge or general discharge is not the absolute bar to employment and other factors will affect the final decision.*

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I authorize HCCD to conduct a background check as part of the employment process. I understand that employment at HCCD is at-will and may be terminated by either party at anytime.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Additional Information (Optional)**

Please note any other information related to or unrelated to the job description for this position that may help the Conservation District evaluate your suitability for this job. (construction background, soils background, educational course work, personal accomplishments, skills or hobbies, etc.)

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