



Lebanon County Conservation District

2120 Cornwall Road, Suite 5

Lebanon, PA 17042

JOB TITLE: District Manager

Location: Lebanon, PA

Salary: \$65,000+ based on experience

Benefits: Paid time off, paid health insurance, Simple IRA

Hours: 7:30 am – 4:00 pm

Available: July 2024

POSITION OVERVIEW:

Whether working with the agricultural community, developers, homeowners, groups, or individuals, the team of professionals at the Lebanon County Conservation District (District) is there to help navigate regulatory hurdles, educate people, and promote wise stewardship of the land and water. As the District's Manager, you will be responsible for leading a talented group of professionals while helping them develop the skills required to be proficient in their field.

OBLIGATIONS INCLUDE BUT ARE NOT LIMITED TO:

- Synchronize day-to-day activities; manage staff to help achieve optimum performance, and serve as the district's representative to various agencies, organizations, and the general public.
- Collaborate with the board of directors and assistant district manager to hire, train, and evaluate employees.
- Coordinate and evaluate employee benefits with various agencies yearly.
- Prepare and track annual budgets, program delegation agreements, quarterly reports, and contracts, and act as a fiduciary for the District.
- Prepare monthly board meeting agendas; attend and participate in all board meetings.
- Become highly literate in the nutrient and manure management program and Chesapeake Bay technician program and perform reviews and inspections.
- Facilitate the District's annual tree sale

IDEAL QUALIFICATIONS:

- A Degree in agriculture, environmental science, soil science, resource management, or analogous field.
- Proficiency in MS Office and QuickBooks.
- Two or more years of effective direct employee management or supervisory experience; preferably in an agricultural or environmental-related field.
- Elevated status if you have ACT 38 nutrient management certification.



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PERFORMANCE STANDARDS:

The District Manager

- Is required to be reliable and schedule their own time to perform duties.
- Is required to manage staff of varying experience levels and personalities while fostering optimum performance.
- Must possess the ability to motivate employees, assist them in meeting their goals, and ensure they have the resources and support they need to succeed.
- Shall have patience and determination to thoroughly analyze problems and resolve them accurately and forthwith.
- Shall respond promptly and sensitively to concerns and apply discretion in choosing a method of response.
- Maintain a personable and optimistic attitude throughout the workday.
- Remain current with program changes and obtain and apply new skills required to maintain an optimum level of job performance.
- Maintain knowledge of the regulatory changes that take place in the legislature and agencies of the Commonwealth of PA that relate to the mission and work of the District.
- Network among other District Managers and conservation professionals to keep the District current with best practice ideas that can improve the District's operation.
- Meet or surpass all requirements and expectations.

PHYSICAL DEMANDS:

- Job may require walking and traversing all types of terrain in all weather conditions, occasional climbing, and occasional lifting up to 25 pounds.

REQUIREMENT:

- Possess a valid motor vehicle operator's license as issued by the Commonwealth of Pennsylvania.

APPLY:

If you feel you have the qualifications to succeed and thrive as a Conservation District Manager, we'd love to hear from you. Please submit your completed application, resume, and cover letter electronically to katie.doster@lccd.org. If we find your background enticing, we'll schedule you for an interview where we can evaluate each other for mutual compatibility.