

Somerset Conservation District

District Manager

Position Description

General Description

The District Manager is a professional position that requires a managerial and working knowledge of the technical aspects of soil and water conservation. The primary functions are to provide coordination, implementation, and public outreach of all District goals and projects.

Required Knowledge, Skills, and Abilities

- Knowledge of the roles of Conservation Districts, the Natural Resources Conservation Service, and state conservation agencies in implementing local, state, and federal programs
- Knowledge of local, state, and federal programs and laws affecting soil and water conservation
- Basic financial management techniques and practices knowledge
- Grant writing knowledge
- Interest in Resource Management, Environmental Science, and Agriculture
- Working knowledge of interdisciplinary techniques, methods and principles used when working with soil and water conservation issues
- Knowledge of the social and economic structure and conditions in the County
- Ability to deal effectively with various local, state, and federal agencies
- Ability to organize and plan work within program/project timeframes/deadlines
- Ability to effectively supervise subordinates
- Ability to work independently
- Ability to work effectively with Board members
- Ability to communicate effectively with a wide range of individuals
- Provide own transportation

Specific Responsibilities

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

- Personnel Administration – interviewing, hiring, and training employees; planning, assigning, and directing work; performance appraisals; rewarding and disciplining employees; and employee complaint resolution
- Supervise and guide employees in accordance with District policies and applicable laws
- Research, development, administer, coordinate, and implement current and future programs and projects
- Assists with the administration, development, and maintenance of County Implementation Plans that maximize sediment and nutrient pollution reductions with available funding and resources.
- Conducts applicable follow-up with landowners, at least annually, to assure that scheduled BMPs are installed on time and plan is current and compliant
- Coordinates with appropriate staff, Bureau of Watershed Management, DEP Regional Office, and NRCS representatives on fact-gathering investigations (reviews, compliance inspections, failed practice investigations, etc.)
- Coordinate all projects with staff and cooperating agencies to ensure timelines and deadlines are met
- Prepare and submit all applicable project progress reports in a timely manner

- Attend and/or conduct required District educational programs and projects public/media relations and outreach, tours and field days, exhibits, demonstration projects
- Prepare project accomplishments articles for cooperating agencies newsletters, District newsletters, and the Annual Report
- Attend monthly District Board and assigned Committee meetings
- Organize and attend Board meetings, staff meetings, and other meetings as necessary
- Represent Board of Directors at local, regional, state, and national meetings
- Coordinate all District finances with the Assistant Manager
- Assist with the administration of the County Agricultural Land Preservation Program
- Develop and maintain a cooperative relationship with all natural resource agencies, public officials, the general public, and other organizations partnering with the District
- Maintain Memorandums of Understanding with cooperating agencies
- Coordinate District fundraising projects
- Maintain a general understanding of local, state, and federal laws that affect the conservation work within the county
- Advise area legislators and elected officials of action taken by the District on pending legislation and/or other matters concerning conservation and agriculture
- Perform other job-related duties as required and/or directed by the Board of Directors

Supervision

While the District Manager will accomplish assignments without explicit instructions and with minimal supervision, the employee will ultimately be under the supervision of the Board of Directors of the Somerset Conservation District as they are the employers of the District staff.

Background Experience Necessary

The individual should possess a Bachelors Degree in Natural Resources, Resource Management, Environmental Science, or any equivalent combination of training and experience. The person must have the ability to perform the job, work under adverse conditions, and travel over difficult terrain.

Knowledge of advanced math, advanced sciences, as well as agriculture, erosion & sediment control, nutrient management, business, human resources, leadership, speech, and writing.

The ability to apply principals to specific problems and be able to work unsupervised, as well as, be a member of a team. Be a motivator and be able to develop creative yet practical ideas and solutions.

How to Apply

Send your resume to Michelle Graham at grahamm@co.somerset.pa.us. Starting salary is \$62,000-\$68,000/year. The application deadline is April 15, 2025

All programs, services, and employment opportunities of the Somerset Conservation District are offered on a non-discriminatory basis without regard to race, color, national origin, religion, sex, age, marital status, or physical disability.