



Schuylkill  
Conservation  
District

PEOPLE • CONSERVATION • RESOURCES

1206 Ag Center Drive, Pottsville, PA 17901-8732  
Phone: (570) 622-3742, ext. 5  
schuylcd@SchuylkillCountyPA.gov  
www.schuylkillcd.com

## JOB ANNOUNCEMENT

### District Manager

The Schuylkill Conservation District is seeking qualified candidates to serve as **District Manager**.

The District Manager functions as the administrator of the Schuylkill Conservation District and is responsible for the overall coordination of the District's programs, activities, personnel, and finances with the goal of obtaining optimum efficiency and quality of operations.

**QUALIFICATIONS:** Bachelor's degree in a natural resource or related field with at least three years of administrative management experience required, or any combination of experience that results in possessing the knowledge, skills, abilities and competencies required by the position.

Salary range is \$64,300-\$96,450 (based on experience) with competitive benefit package available. The position requires a 40-hour workweek.

Interested candidates should submit a **cover letter and resume by email to Jenna St. Clair, District Manager, at [jstclair@schuylkillcountypa.gov](mailto:jstclair@schuylkillcountypa.gov)**.

*The Schuylkill Conservation District protects and restores the county's natural resources through education, cooperation, guidance, and technical assistance that promotes wise stewardship, responsible development, and sustainability.*



Schuylkill  
Conservation  
District

PEOPLE • CONSERVATION • RESOURCES

1206 Ag Center Drive, Pottsville, PA 17901-8732  
Phone: (570) 622-3742, ext. 5  
schuylcd@SchuylkillCountyPA.gov  
www.schuylkillcd.com

## JOB DESCRIPTION District Manager

### GENERAL SUMMARY:

The District Manager functions as the administrator of the Schuylkill Conservation District (SCD) and is responsible for the overall coordination of the SCD's programs, activities, personnel, and finances with the goal of obtaining optimum efficiency and quality of operations.

### *Essential Duties & Responsibilities*

1. Supervises and evaluates performance of all staff.
2. Acts as liaison between District staff, SCD Board of Directors (BOD), County Commissioners and other partnering entities. Participates in outside committees as approved by the Board.
3. Oversees the administration of various programs by delegation agreement, contractual agreement, memorandum of understanding, or directive from federal, state, and local agencies, or the SCD BOD.
4. Prepares and administers District and county budgets for the SCD. Coordinates and oversees District fundraising/grant efforts for development and implementation of programs and projects.
5. Represents SCD at meetings and functions to remain current with programs and policies, and makes presentations at these meetings upon request. Advises legislators and elected officials of the SCD's position on key issues. Develops, coordinates, and conducts seminars for consultants, developers, municipal officials, farmers, etc., concerning protection of natural resources.
6. Keeps the SCD BOD updated on issues and concerns, allowing them to make informed decisions. Works with the BOD in the preparation and development of goals and policies, and upon adoption, the implementation of those goals and policies.
7. Responsible for the preparation of monthly Board meeting agendas and for providing supporting program documentation.
8. Reviews financial activity of the SCD and is responsible for ensuring proper division of duties and internal controls, as outlined in the SCD's Financial Policy, approved by the Board of Directors. Works with County and District auditors.

*The Schuylkill Conservation District protects and restores the county's natural resources through education, cooperation, guidance, and technical assistance that promotes wise stewardship, responsible development, and sustainability.*



1206 Ag Center Drive, Pottsville, PA 17901-8732  
Phone: (570) 622-3742, ext. 5  
schuylcd@SchuylkillCountyPA.gov  
www.schuylkillcd.com

## PEOPLE • CONSERVATION • RESOURCES

9. Oversees all human resources functions for the District, including recruitment, hiring, onboarding, training, discipline, and separation of employees, in accordance with District policies and applicable laws. Develops job descriptions, posts vacancies, coordinates interviews, and makes hiring recommendations to the Board of Directors as required.
10. Administers employee compensation and payroll processes, including review and approval of timesheets, coordination with payroll providers or County systems, and ensuring compliance with wage and hour laws, policies, and reporting requirements.
11. Manages and administers employee benefits programs, including health insurance, retirement plans, leave policies, and other benefit offerings. Serves as primary liaison with benefits providers and ensures accurate enrollment, changes, and compliance with applicable regulations.
12. Maintains personnel records and ensures confidentiality and compliance with all federal, state, and local employment laws and regulations. Develops, implements, and enforces personnel policies and procedures in coordination with the Board of Directors.

### ***Job Specifications:***

\*Indicates developed after employment

### Education/Employment:

Bachelor's degree in a natural resource or related field with at least three years of administrative management experience required. Any combination of education and experience which indicates possession of the knowledge and abilities listed below.

### Knowledge:

Comprehensive knowledge of environmental science

Comprehensive knowledge of management principles and practices

\*Comprehensive knowledge of state and federal laws and regulations governing conservation district, e.g.

Erosion and sediment Pollution Control Program (Chapter 102), Dams and Waterways Stream Encroachment (Chapter 105), PA Clean Stream Law, Ag Area Security Law (Act 43), Clean and Green Act, Ag Land Preservation (Act 147), Conservation District Law (Act 217)

\*Comprehensive knowledge of National Pollutant Discharge Elimination System (NPDES) procedures.

Thorough knowledge of accounting practices and procedures, fiscal management, and internal controls

Thorough knowledge of public relations

Thorough knowledge of grantsmanship and budgeting

*The Schuylkill Conservation District protects and restores the county's natural resources through education, cooperation, guidance, and technical assistance that promotes wise stewardship, responsible development, and sustainability.*



1206 Ag Center Drive, Pottsville, PA 17901-8732  
Phone: (570) 622-3742, ext. 5  
schuylcd@SchuylkillCountyPA.gov  
www.schuylkillcd.com

**PEOPLE • CONSERVATION • RESOURCES**

Abilities:

- Ability to plan and direct programs where only general guidelines are available
- Ability to use discretion and independent judgment to plan direct programs
- Ability to analyze and interpret conservation laws and regulations
- Ability to research grant opportunities and prepare detailed grant requests, reports, and budgets
- Ability to develop effective relationships with the public, committee members, staff, agencies, and officials
- Ability to communicate effectively in oral and written form
- Ability to type and use computer programs such as Microsoft Office and Quickbooks
- Ability to enforce regulations in even-handed manner
- Ability to demonstrate tact and patience when responding to angry and upset individuals
- Ability to mediate disagreements in a fair and judicious manner
- Ability to demonstrate physical fitness to include standing or walking for extended periods of time over rough terrain
- Ability to maintain a valid PA Driver's License and safely operate a motor vehicle

Working conditions:

Work is performed in a normal office environment with frequent interruptions, or in the field. Work requires attendance at meetings and professional trainings, including some evening meetings. Work may involve responding to angry or upset individuals.

**DISCLAIMER:**

Classification descriptions are intended to describe the general nature and level of work being performed by a person assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO: Conservation District Board of Directors

FLSA STATUS: Exempt

DATE: July 2024

*The Schuylkill Conservation District protects and restores the county's natural resources through education, cooperation, guidance, and technical assistance that promotes wise stewardship, responsible development, and sustainability.*