

## VACANCY ANNOUNCEMENT

### District Manager

The Juniata County Conservation District is seeking qualified candidates for the position of District Manager. This position is responsible for administrating and carrying out program activities and services that the District provides following the policies and guidelines developed, delegated to, or approved by the Board of Directors.

Duties include, but are not limited to: office, employee and fiscal management; policy development and review; meeting agenda preparation; serve as a liaison between the District Board and the District's cooperating agencies, landowners, county commissioners, municipal officials, legislators and the general public; administer Juniata County Agricultural Land Preservation Program under the direction of the Juniata County Agricultural Land Preservation Board; maintain files and prepare progress reports; assist with other district-related educational and training activities.

Position requirements: Candidates should possess two (2) years experience in the Conservation District field and two (2) years management experience or equivalent combination. A degree in agriculture, environmental studies, natural sciences, business management or a related field, or equivalent experience is required.

Other requirements include: experience in office and employee management; experience in budget development and oversight; ability to communicate effectively both verbally and in writing; valid driver's license with access to personal vehicle during work hours and ability to traverse difficult terrain.

Hours of employment are Monday through Friday, 8 A.M. to 4:30 P.M., with some weekend/evening hours required. Inquiries can be directed to the administrative assistant at (717) 436-8953, ext. 5. Interested candidates must submit an employment application (available upon request), cover letter and resume by January 25, 2023 to:

Juniata County Conservation District  
Attn. District Manager  
146 Stoney Creek Drive, STE 4  
Mifflintown, PA 17059

JUNIATA COUNTY CONSERVATION DISTRICT IS AN EQUAL OPPORTUNITY  
EMPLOYER.