



RICHLAND SOIL & WATER CONSERVATION DISTRICT

Position Title: District Director

Reports To: Board of Supervisors

Status: Full-time, Permanent, and Non-exempt. Work Hours: 8:00 am – 4:00 pm, Monday to Friday. Scheduled 40 hours per week, occasional overtime as needed

Probation: 1 year

Salary: Competitive pay based on education & experience.

To Apply: Apply by sending resume, references, and cover letter to Director@RichlandSWCD.net. Applications will be reviewed as they are received and will no longer be accepted after April 19, 2024.

QUALIFICATIONS:

- Completion of B.S. Degree (preferably a M.S. Degree) or any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below. If substituting experience for education, you must be specific as to how it applies to this position.
- Enthusiasm for the District program is necessary and must have knowledge of the principles and practices of natural resource conservation and management. Requires familiarity with county regulations, Ohio Revised Code, Ohio Administrative Code, federal laws, and government structure overall.
- Must have supervision experience for a complex organization, be goal oriented and have project management skills. Ability to keep things moving in fast paced district.
- Must have budgeting experience and organizational skills.
- Must possess collaborative skills to support staff, board, constituents with hands-on support.
- Ability to remain nonpartisan and diplomatically work with a variety of audiences, public officials, and residents of Richland County.
- Must be able to communicate effectively in both oral and written form and must be responsive and adhere to deadlines. Chosen candidate must be willing to work a flexible schedule and periodic overtime.
- Familiarity with popular computer software (including, but not limited to, MS Word, Excel, PowerPoint, Publisher, Access, Adobe Acrobat, ArcGIS, Trimble, SWPPP Track) and willing to learn new applications.
- A valid Ohio driver's license with a clean driving record must be maintained for insurability under the SWCD policy.
- Takes initiative, is dependable, intuitive, patient, outgoing personality and has strong motivation.
- Selected candidate must undergo Ohio and federal background checks, and drug testing. Final offer of employment will be contingent on the findings of these checks.
- Knowledge in grant writing and coordination.

MAJOR RESPONSIBILITIES

Nature and Purpose of this position is to perform a variety of administrative, public relations, and technical duties. This includes providing leadership for the District programs, and providing technical services to Richland County residents.

ADMINISTRATIVE/PUBLIC RELATIONS

Performs all duties in a manner that consistently demonstrates fairness, cooperation, and respect towards coworkers and customers in the performance of duties. Demonstrates an awareness of EO/CR policies and responsibilities [Title VI Civil Rights Act 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975].

- Provides day -to-day supervision of District staff, hiring and personnel management.
- Provides the orientation of newly elected supervisors regarding District operations.
- Coordinates the development and implementation of job descriptions, training plans, and performance appraisals in consultation with the District Conservationist.
- Coordinates the preparation of the annual budget and funding requests with the assistance of the staff assistance and the board of supervisors.
- Coordinates the research, application, and administration of grants and other sources of revenue.
- Coordinates planning meetings and development of the annual plan of operations and long-range plan, District policies and procedures.
- Assists with the preparation for the annual meeting and the development of the annual report.
- Serves as a representative of the Board of Supervisors at meetings of local units of government.
- Coordinates representation of the board of supervisors at meetings with cooperating groups and units of government.
- Advises the board of supervisors of regulations, policies, and requirements governing SWCD activities and programs.
- Reviews, revises and implements all Working Agreement and Memo of Understanding that the district has with all agencies and units of government.
- Consults with staff members to develop a draft board meeting agenda and reviews same with the annual meeting.
- Assists the nominating committee with the selection of candidates for the supervisor elections at the annual meeting.
- Coordinates weekly and special staff meetings.
- Assists with the receipt of payments and contributions to the SWCD.
- Conduct Performance Evaluations for staff.
- Coordinate with NRCS District Conservationist for Cooperative Agreements.

TECHNICAL

- 1) Assist with the delivery of technical assistance and informational activities with the technical department.
- 2) Assist landowners and developers in selecting suitable locations for practices, and answers drainage questions.
- 3) Assist technical staff with survey and design work as needed.

INFORMATION/EDUCATION

- 1) Coordinates field days, official's tours, and workshops designed to increase public awareness of the Districts conservation programs.
- 2) Coordination of the development of new programs and activities for consideration by the Board of Supervisors
- 3) Assist with the development and publication of the district newsletter & articles.

TRAINING/SUPERVISION and EVALUATION

The Administrator is under the direction of the Board of Supervisors that provides guidance. Duties are performed independently of day-to-day supervision. The District Board of Supervisors reviews the administrators work.

- 1) Direction and supervision will be provided through regular and special meetings, conferences, with oral or written instructions by the board of supervisors.
- 2) Appropriate training will be scheduled as needed.

TO APPLY

- **Minimum of 3 References Requested with Resume and Cover Letter**
- Apply by sending resume, references, and cover letter to Director@RichlandSWCD.net.
- Deadline is April 19, 2024, or until filled, as applications will be reviewed as received.

