Position Announcement
Hamilton County Soil and Water Conservation District announces a position opening for Conservation Administrator. This position serves as the office manager and technical expert for SWCD activities. The incumbent will be an employee of Hamilton County and will report to the Board Supervisors of the Hamilton County Soil and Water Conservation District and County Commissioners.

Open Date: 2/25/2021 Closing Date: 3/12/2021, or until filled

General Description for Office Coordinator
Incumbent serves as Conservation Engineer or Resource technical expert responsible for providing soil and water conservation technical services to rural and urban landowners/users, providing day-to-day direction of district operations, strategic planning, and supervising district employees. [www.hamiltonswcd.org](http://www.hamiltonswcd.org)

Main Duties:
- Supervises department personnel, including interviewing applicants, providing corrective instruction, evaluating performance, maintaining discipline, resolving problems, and setting overall tone and personality of department. Makes recommendations to Board of Supervisors concerning all district employee matters, coordinates district plan of work among employees, and oversees quality and timeliness of work ensuring customer needs are met.
- Oversees/manages all SWCD operations, ensuring compliance with federal/state/local environmental, safety, and health regulations, and county policies and procedures.
- Provides technical assistance to landowners/users, including inspecting and surveying sites, researching, designing/preparing construction plans, and supervising construction to ensure adherence to plans.
- Provides advisory technical assistance to landowners/users, and various agencies/groups regarding land and water resources.
- Reviews stormwater pollution prevention plans for municipal projects within Hamilton County, prepares and submits detailed reports and maintains a professional relationship with stormwater coordinators in the county.
- Develops/reviews short- and long-term goals and objectives, and writes and submits grant applications, ensuring compliance with funding source requirements upon award.
- Administers department budget, including regularly reviewing fund account balances, approving expenditures within approved budget, and ensuring cost-effective operations according to Hamilton County, State Soil Conservation Board, and Indiana State Board of Accounts requirements.
- Annually coordinates and prepares draft district plan of work for review and adoption by the Board of Supervisors. Responsible for all reports and filings to other agencies and supervisors.

Knowledge:
- Baccalaureate Degree in civil, agricultural or environmental engineering or Baccalaureate Degree in a Natural Resource Science such as Agronomy, Horticulture, Soil and Water with five years relative experience.
• Knowledge of SWCD policies, procedures and legal requirements, soil mechanics and agronomy, and principles of hydraulics/hydrology, and ability to apply such knowledge in providing technical assistance to landowners/users, plan commissions, and related agencies/departments
• Ability to follow and ensure compliance with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
• Ability to supervise/direct department personnel, including interviewing, hiring, delegating work assignments, providing training, evaluating performance, maintaining discipline, and resolving problems.
• Ability to prepare and administer annual department budget and related grants, maintain detailed records, and prepare reports as needed.
• Ability to use geospatial, hydrology, hydraulic and drafting software.
• Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.
• Ability to work alone and with others in a team environment, and maintain appropriate, respectful interrelationships with co-workers.
• Ability to work on several tasks at the same time, often under time pressure, and complete assignments effectively amidst frequent distractions and interruptions.

Position Details and Application Procedures:

• Status: Full time exempt
• Benefits: Paid time off, holidays, sick leave, health insurance and pension plan.
• Salary: starting at $71,000 per year
• Starting Date: Immediately upon final offer
• Closing Date for Resumes: March 12th or until the position is filled

Resumes will be considered until closing date or until position is filled. To be considered, a completed application is required. Please review the full position description, and apply for this position, by visiting https://jobs.hamiltoncounty.in.gov. For consideration applicants must include a résumé with a cover letter. The position description is posted on the Hamilton County website and the Hamilton County SWCD website. (www.hamiltonswcd.org).