Conservation Director
Montgomery County, Indiana

POSITION: Conservation Director
DIVISION: Soil and Water Conservation District
STATUS: Full-time

POSITION SUMMARY

The incumbent provides managerial, supervisory and technical support to the Montgomery County Soil and Water Conservation District Supervisors in carrying out the District's program in conformance with the purpose of the District as defined in the Indiana District Law (IC 14-32). This professional position requires skills and experience in program development, administration, communications and financial management. The position may require supervision of other District employees. The incumbent must possess technical knowledge and/or work experience in agriculture, urban, and natural resources management.

PRIMARY RESPONSIBILITIES

1. PROGRAM DEVELOPMENT/MANAGEMENT/ADMINISTRATION
   a. Understand the purpose, powers, programs, and responsibilities of the District
   b. Supervise, train and lead District staff.
      i. Assign staff to assist with administration of programs and ensure that the organization is meeting its contractual obligations.
      ii. Perform annual employee performance evaluations, prepare and update job descriptions.
      iii. Recommend needed training, disciplinary action, and recognition of employee efforts.
      iv. Work with Supervisors to handle questions and concerns in a timely manner.
   c. Seeks information and keeps Supervisors informed about local, state, and federal regulations, laws, programs and/or activities that may impact the District.
   d. Assists in coordinating District programs with the programs and activities of personnel NRCS, ISDA, IDNR, CES, FSA and other agencies involved in the conservation of soil, water and related natural resources.
   e. Serve as day-to-day manager/administrator for all grants received. Identify and secure grant funds for District projects and programs.
   f. Develop relationships with public and private partners whose goals overlap with those of the District and who can help the District meet its goals.
   g. Serves as the day-to-day manager/administrator for all grants received.
   h. Serve as District liaison to cooperating agencies, County officials, municipal officials, legislators, and the general public.
   i. Assists the District chairperson in planning and conducting monthly board meetings.
   j. Assists the Supervisors in planning and conducting the District's Annual Meeting.
   k. Assists the Supervisors in developing their 3-5 year business plan, annual plan of action and publishing a report on the District's mission, priority resource concerns, goals, planned actions and accomplishments.
l. Assists District Supervisors in developing closer working relationships with local units of government as well as local, state and federal elected officials.
m. Assures that all funds are received and disbursed according to guidelines in the District Operations Manual and as per instructions from ISDA – Indiana State Department of Agriculture and/or the Indiana State Board of Accounts.
n. Assures that a monthly written financial report is prepared for the District Supervisors’ to review and approve. The report includes beginning and ending balances of all accounts, all receipts and disbursements, claims for approval and status of all investments.
o. Responds to telephone calls and walk-in requests for assistance and/or directs the requests to the appropriate SWCD, NRCS, ISDA, or other agency personnel for assistance.
p. Inventory soil and water resource concerns in Montgomery County by means of surveys, questionnaires, personal contacts and reconnaissance. Establish criteria for prioritization that results in the greatest amount of conservation practices being implemented.
q. Assures the inventory of office supplies and publications is sufficient to allow operations to continue efficiently and cost-effectively.
r. Performs other duties as requested by the District Supervisors.

2. TECHNICAL/EDUCATION

  a. Provides leadership in planning and implementing the District’s information and education program.
  b. Informs land users about programs available to provide technical and financial assistance for applying conservation practices on their land.
  c. Assists the Natural Resources Conservation Service (NRCS), Indiana State Department of Agriculture (ISDA), Indiana Department of Natural Resources (IDNR), and other Soil and Water Conservation Districts (SWCD) personnel in survey, design, and planning of conservation practices.
  d. Assists the Indiana Department of Environmental Management (IDEM) in implementing the state’s Stormwater and Sediment Control Program (*Rule 5; Rule 13; and MS4’s.*)
  e. Coordinates SWCD programs with the programs and activities of state and federal conservation agencies
  f. Provides soil, water and related natural resource information, educational resources, programs and training to any agency or individual that requests said information.

POSITION REQUIREMENTS

1. Baccalaureate Degree in agriculture, natural resources or related discipline, or equivalent combination of education and work experience.
2. Excellent oral and written communication skills.
3. Excellent organizational skills and ability to prioritize variable workload.
4. Ability to work with persons from many other organizations, agencies, and groups in a professional manner to project a favorable image of the District.
5. Ability to use a computer for word processing, data, and financial management.
6. Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.
7. Ability to develop promotional materials, including but not limited to, flyers, brochures, websites, and social media.
8. Normal work hours will be 8 a.m. until 4:30 p.m. Monday through Friday. Occasional attendance at night meetings or weekend activities will be necessary. The Supervisors determine policies on compensatory time as needed, in accordance with local SWCD and county guidelines and policies.
9. Travel outside the office and the county on behalf of the District will be necessary and will be reimbursed at a rate determined by the Supervisors in accordance with county employee policies.
10. A valid Indiana driver’s license is required
11. Must submit and pass a Federal Background check

SUPERVISORY RELATIONSHIPS

1. This position is under the direct supervision of the Montgomery County Soil and Water Conservation District Supervisors. Performance appraisal of this employee and decisions regarding salary and other compensation, disciplinary actions and termination of employment are the responsibility of the Montgomery County Soil and Water Conservation District Supervisors.
2. The Supervisors will determine the incumbent’s work schedule. Paid holidays, vacation leave, sick leave, leaves of absence, and employee conduct will follow the Montgomery County Personnel Policies Handbook.
3. Incumbent is considered an employee of the county and is entitled to the same benefits and considerations as other county employees.

WORK ENVIRONMENT

Incumbent performs duties in a standard office environment and outdoors, involving sitting and walking at will, standing and walking for long periods, working extreme hot or cold temperatures, working near dust, and dirt, walking on uneven terrain, working in wet and icy surroundings, bending at waist, depth and color perception, far vision, handling and grasping objects, reaching, lifting, crouching and kneeling, hearing sounds and communication, and carrying objects. Incumbent will also drive pickup truck and may be required to pull an enclosed trailer. Incumbent will also operate an all-terrain vehicle (ATV).

EVALUATION OF PERFORMANCE

1. Performance shall be measured against duties set forth in this job description and the manner in which they are performed (quantity, quality of work, and timeliness).
2. The Supervisors may seek input from other staff in performing this appraisal, but the Supervisors have final authority on decisions relative to performance appraisals and personnel actions.
3. It is to be understood that the Montgomery County Soil and Water Conservation District Supervisors have the right to review and update the job description with input from the incumbent whenever deemed necessary.

Please submit cover letter, resume, and 3 references to mcswcd@montgomerycoswcd.com by April 23, 2021. For questions please contact 765-362-0405 x3 or email mcswcd@montgomerycoswcd.com