

## **VENANGO CONSERVATION DISTRICT JOB DESCRIPTION - DISTRICT MANAGER**

### **I. Description**

1. The District Manager is responsible for carrying out the mission of the Venango Conservation District in accordance with Conservation District Law, as directed by the Board of Directors.
2. The District Manager is responsible for the administration, coordination, communications (internally and externally), and supervision of all functions of the Conservation District's operation.
3. The District Manager is responsible to and provides support directly to the board of directors, which are appointed by the Venango County Commissioners.
4. The District Manager serves as a liaison between the District Board, cooperating agencies, landowners, the County Commissioners, municipal officials, legislators and the general public. Explains the work of the Conservation District to the public by various methods at every opportunity.

### **II. Supervisory Responsibilities**

1. Responsible for the supervision of the employees of the Venango Conservation District and provide them with direction to ensure the completion of assigned tasks within their specific areas of programs or responsibility.
2. Manages daily operations of the District office.
3. Assist the Board of Directors in the hiring of personnel.
  - a. Help set criteria for job applicants.
  - b. Help screen applicants.
  - c. Set up and participate and/or conduct interviews.
4. Conduct yearly evaluations of employees and present to board of directors for review.
5. Responsible for administration and assuring staff adherence of Venango Conservation District policies.
6. Assign staff, as necessary, to assist with implementing the District mission and programs.

### **III. Duties and responsibilities**

1. Develop district goals and objectives and strategic planning in cooperation with the District board and staff.
2. Prepare monthly agenda and other pertinent information necessary for review, discussion, and decision making of the board of directors.
3. Prepare and present annual district budget to the board of directors for review at the October meeting for final adoption in December.
4. Prepare and submit annual request for county funding to Venango County Commissioners. Attend County budget hearing when scheduled.

5. Regularly review District budget. Monitors and approves expenditures accordingly. Monthly financial reports will be presented to the board of directors.
6. Responsible for administration of all delegated and contracted programs and projects.
7. Maintain knowledge of District programs and projects and ensure that work is being completed to meet required obligations under delegation or contract.
8. Present the district annual report to the board of directors at the May meeting.
9. Represents the District at meetings and serves on various local and state committees and workgroups relating to the District mission benefiting the conservation of natural resources in Venango County.
10. Develops and recommends policies, initiatives and actions to the Conservation District Board of Directors based on the conservation needs of Venango County.
11. Coordinate and maintain positive working relationships with all local, state and federal agencies, municipal officials, legislators, and the general public toward conservation and natural resource management.
12. Responsible for the Interagency Agreement with the PA Department of General Services for the Polk Farm.
13. Responsible for the yearly audit which will be completed and presented to the board prior to being submitted to the State Conservation Commission by March 31 each year.
14. Assists nominating organizations and the Venango County Commissioners with District Director nominations.
15. Handle general correspondence and response to requests, queries, etc. related to the Conservation District's responsibilities and activities. Assign staff as necessary.
16. Review and certify employee timesheet/payroll documentation.
17. Identify potential funding sources and submit appropriate applications for funding from local, state, and federal governments, as well as other funding entities providing resources to support the District mission and operation.
18. Assure that computer programming is updated and adequate to handle the financial and fiscal reporting for the Conservation District.
19. Maintain alternate representation in the Penn Soil Resource Conservation and Development Council.
20. Responsible for the representation of the Conservation District to the County regarding the management of Two Mile Run County Park's natural resources. Meet regularly with Park management to stay aware of issues that may benefit from District involvement.
21. Coordinate with Park management to ensure the County is meeting obligations related to the operation and maintenance of the Two Mile Run Dam.
22. This work includes evening and weekend hours as necessary to fulfill job responsibilities.
23. Responsible for carrying out any other assignments as may be delegated by the District board of directors.

#### **IV. Continuing Education**

1. Required to attend the necessary training/education to carry out and implement mandated programs.
2. Required to attend state and regional conferences or workshops to remain knowledgeable of conservation issues relevant to the District mission and programs.

## **V. Minimum Qualifications**

1. Bachelor's degree in environmental resources management, agronomy, soil science or related natural or conservation science and at least two (2) years of demonstrated experience working in the conservation, resource management, or environmental field including supervisory, public administration, and business management experience, or any equivalent combination of education and experience that provides equivalent knowledge, skills, and abilities.
2. A valid driver's license is required.

## **VI. Knowledge, Skills, and Abilities**

### Knowledge in:

1. Effective management, supervisory and planning techniques.
2. State and local laws, rules and regulations concerning the Conservation District.
3. Familiarity with the Conservation District Law and other relevant laws.
4. Contemporary office practices and procedures and office software products.

### Skill in:

1. Project management, coordination and organization.
2. Effective communications with constituents, consultants, engineers, contractors, etc.
3. Supervision and management of staff and operations.
4. Financial and budget development and administration.
5. Problem resolution and analysis.
6. Computer operation.
7. Public relations and public education.

### Abilities:

1. Read, write, speak, and understand the English language
2. Read and digest a variety of technical reports.
3. Analyze projects and programs on a broad scope that will affect the County.
4. Coordinate and encourage the activities of and provide leadership to staff members.
5. Function effectively collaborating with other management level persons.
6. Communicate effectively verbally and in writing to a wide range of individuals.
7. Speak and present effectively in front of groups.
8. Make independent decisions when circumstances arise.

## **VII. Physical Abilities:**

1. Works both indoors and outside, including times of inclement weather
2. Sit for extended periods, keyboard, write, hear and speak.
3. Ability to negotiate variable terrain in all weather conditions
4. Stand frequently for extended periods.
5. Bend, kneel, crouch, climb, reach, and balance.
6. Effectively utilize various hand tools.
7. Push, pull and lift up to 50 pounds.
8. Ability to operate a motor vehicle.