

# **INDIANA COUNTY CONSERVATION DISTRICT DISTRICT MANAGER POSITION DESCRIPTION**

## OVERALL OBJECTIVE OF JOB

To administer comprehensive and diverse soil, water and related conservation programs within the County.

## ESSENTIAL JOB FUNCTIONS AND DUTIES

1. Plans, directs and supervises conservation work, staff, interns and volunteers.
2. Oversees annual budget and program planning.
3. Administers policies, procedures and requirements to comply with various federal, state and local conservation laws and programs.
4. Coordinates environmental education programs for County and local agencies, schools, organizations, general public and others. This includes, but is not limited to, the County Senior Envirothon, Junior Envirothon, and environmental education scholarship program. Coordinates annual programs and educational tours for high school students, teachers, legislators and others.
5. Assists various agencies in natural resources management issues.
6. Advises and lobbies federal and state legislators to secure adequate programs and funding for natural resources management projects.
7. Provides administration of all contracts.
8. Interacts with numerous federal and state bureaus, departments and commissions on laws and issues involving the Conservation District.
9. Oversees special programs such as, but not limited to, Chapter 102 Erosion Control, Chapter 105 General Permits, Biosolids, Nutrient Management Act and the Dirt/Gravel and Low Volume Roads Maintenance Program.
10. Manages all Conservation District communications including written, verbal and electronic. Coordinates public relations such as, but not limited to, newspaper articles, radio announcements, and personal appearances.
11. Promotes conservation and ecology issues throughout the County by serving on local and state committees regarding conservation issues. These include, but are not limited to, Penn's Corner Resource Conservation and Development Executive Council, Project Grass and Farmland Easement Board, which may involve evening meetings and over night stays.
12. Prepares monthly reports for the Conservation District Board of Directors' meetings. Coordinates preparation for all Conservation District meetings. Attends all Conservation District meetings.
13. Performs other job related duties as directed by the Conservation District Board of Directors and outlined in the Employee Policy Book.
14. Pursue public and private funds via grants and program sponsorships to support current and expand future programs of the Conservation District.

## SUPERVISION RECEIVED

Receives supervision and instruction from the Conservation District Board of Directors.

## SUPERVISION GIVEN

Supervises Conservation District staff, interns and volunteers. Carries out supervisory responsibilities as delegated by the Conservation District Board of Directors. Current staff includes four full time technicians, and one full time administrative assistant. Manager's

responsibilities would include direct supervision of these employees and may also include interviewing, hiring and training new employees. Annual job performance evaluations for all employees the manager supervises is a requirement.

### PHYSICAL AND MENTAL REQUIREMENTS

Must be physically and mentally able to perform the duties of the position.

### QUALIFICATIONS

Must possess a Bachelors Degree in Natural Resources, Resource Management, Environmental Science, Agriculture, or any equivalent combination of training and experience in a related field. Must possess excellent communication skills (written, verbal and electronic), be knowledgeable of budgeting and office and personnel management. Must have a valid driver's license and be able to navigate rough terrain.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must possess ability to work independently with minimal supervision.
2. Must possess ability to supervise, motivate and maintain a good working relationship among employees and with the Board of Directors.
3. Must possess ability to communicate effectively with good written and verbal skills with a wide range of individuals from laymen to professionals.
4. Must possess the ability to plan, develop and carry out all functions and duties as described in page one.
5. Must possess the ability to work well with the public, Indiana County Conservation District clients, and other public agencies and groups.
6. Must possess a valid Pennsylvania driver's license and a willingness to travel as needed.

The District Manager will be expected to work a minimum of 40 hours per week. As a guideline, the Manager will work from 8:00 a.m. until 4:30 p.m., or such hours as directed by the District Chairman with a ½ hour unpaid lunch break each day. The salary range is \$40,000 to \$50,000 annually.

### BENEFITS

A good benefits program is a solid investment in Indiana County Conservation District employees. The Conservation District will periodically review the benefits program and will make modifications as appropriate. The Indiana County Conservation District reserves the right to modify, add or delete the benefits it offers.

### ELIGIBILITY FOR BENEFITS

If you are an eligible full-time employee, you will enjoy all of the benefits described below. Coverage's are available to you and your dependents as defined in the benefit summary plan descriptions.

The Indiana County Conservation District does not recognize Common-Law and/or Domestic Partner relationships for benefit eligibility purposes.

### INSURANCE COVERAGE

The Indiana County Conservation District is dedicated to the health and well-being of both you and your family. A comprehensive, quality insurance program is available to you and your family. You become eligible for health care coverage immediately upon employment.

The following benefits are provided, as defined and limited in the literature provided by our insurance broker:

- Medical Care Coverage
- Prescription Benefits
- Vision Benefits
- Dental Care Coverage
- Life insurance
- Cafeteria plan
- Flexible Spending Account

Upon enrolling, you will obtain summary plan descriptions describing your benefits in detail. The Indiana County Conservation District currently pays 90% of the full premium of this program for both the employee and the dependent insurance coverage's. Balance is employee's responsibility and will be deducted from paycheck.

Life, Accidental Death and Dismemberment and Dependent Life Insurance will be provided. Amount of insurance provided is \$25,000. Life insurance coverage will be effective one year after your anniversary date (first date of employment).

#### WORKERS' COMPENSATION

All employees are entitled to Workers' Compensation benefits. This coverage is automatic and immediate and protects you from an on-the-job injury. An on-the-job injury is defined as an accidental injury suffered in the course of your work, or an illness that is directly related to performing your assigned job duties. This job-injury insurance is paid for by the Indiana County Conservation District. If you cannot work due to a job-related injury or illness, Workers' Compensation insurance pays your medical bills and provides a portion of your income until you can return to work.

#### UNEMPLOYMENT COMPENSATION

Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with the Indiana County Conservation District. Eligibility for Unemployment Compensation is determined by the Bureau of Employment Security of the State Department of Labor & Industry.

Unemployment compensation is designed to provide you with a temporary income when you are out of work through no fault of your own. For your claim to be valid, you must have a minimum amount of earnings determined by the State, and you must be willing and able to work. You should apply for benefits through the local State Unemployment Office as soon as you become unemployed.

#### SOCIAL SECURITY

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, the Indiana County Conservation District is required to deduct this amount from each paycheck you receive. In addition, the Indiana County Conservation District matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

## RETIREMENT PLAN

All eligible employees are automatically enrolled in the Pennsylvania Municipal Retirement System. Benefits are provided as defined and limited in the literature provided by the Pennsylvania Municipal Retirement System. Eligible employees include only full time employees.

Eligible employee's enrollment date in the Conservation District's retirement system will be effective 90 days after your anniversary date. Five years and 90 days after your anniversary date, your pension is vested.

The Indiana County Conservation District contributes a minimum of 5% of your salary to the Pennsylvania Municipal Retirement System. Employees, through payroll deductions, may contribute to their retirement account at regular intervals subject to the terms and conditions as set forth in the Indiana County Conservation District Municipal Employees Pension Plan Agreement. Employees will receive yearly reports from the Pennsylvania Municipal Retirement System of the value of their retirement account.

## PAID HOLIDAYS

All active full-time employees will receive paid holidays, in accordance with the following schedule:

- New Year's Day
- Martin Luther King's Birthday
- Presidents' Day
- Good Friday
- Memorial Day
- Flag Day
- Fourth of July
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- One Personal Day\*

\*New Employees are eligible for a personal day only if hired prior to July 1.

## ANNUAL VACATION TIME

Full-time employees are entitled to annual leave at the following schedule based on their anniversary date.

The following annual leave schedules are effective for all eligible full-time employees:

<b>Years of Service</b>	<b>Annual Leave</b>
0 – 1 year	1.54 hours per pay period
2 – 5 years	3.08 hours per pay period
6 - 10 years	4.62 hours per pay period
11 - 15 years	4.93 hours per pay period
16 - 20 years	6.16 hours per pay period
20 + years	6.47 hours per pay period

## SICK LEAVE

Full-time employees are allowed to accrue 4 hours of sick leave per pay period. Employees are eligible to take sick leave ninety (90) days after their hire date.

Sick leave may include:

1. Illness of the employee
2. Medical or dental appointments that cannot be scheduled during non-working hours
3. Limited family care sick leave

## APPLICATION PROCEDURE

Submit:

- Cover letter and resume.
- Three references with contact information.

To:

- info@iccdpa.org with "District Manager Resume" in the subject line in pdf format, or
- US Postal Service mail to Indiana County Conservation District, 625 Kolter Drive, Suite 8, Indiana, PA 15701.

Deadline for submittal is October 12, 2018.

Anticipated start of employment is December 3, 2018.

**The Indiana County Conservation District is an Equal Opportunity Employer.**

September 2018