

**Washington County Soil Conservation District
Position Description**

DISTRICT MANAGER

A. **Introduction**

Serves as chief administrative officer and provides managerial, administrative, supervisory, educational, and technical support to the Washington County Soil Conservation District (WCSCD) Board of Supervisors and staff in the administration of District's programs.

This position is a Regular Full-Time Employee as defined by the Washington County Soil Conservation District Employee Manual.

B. **Nature and Variety of Work**

This professional position requires skills and experience in program development and administration, communications, and financial management.

Technical knowledge and/or work experience in agriculture and urban natural resource management are required. The incumbent plans and promotes soil and water conservation programs and supervises all aspects of District programs.

Time is required to be spent outdoors in varying weather conditions with some evening and weekend hours.

Attendance at various State and National conferences, as well as, training to represent the District is required as directed and approved by the District Board of Supervisors.

C. **Examples of Duties, Knowledge, Skill, and Abilities**

Understands the purpose, powers, programs, and responsibilities of the District.

Seeks information and keeps the District Board of Supervisors informed regarding Local, State, and Federal regulations, laws, programs, and/or activities that may impact the District.

Assist in coordinating District programs with the programs and activities of personnel from Washington County Government, the Natural Resources Conservation Service (NRCS), Maryland Department of Agriculture (MDA), Maryland DNR, Maryland Department of the Environment (MDE), Resource Conservation and Development (RC&D), the Farm Services Agency (FSA), City of Hagerstown, local municipalities, and other agencies or private non-governmental organizations involved in the conservation of soil, water, and related natural resources.

Serves as the day-to-day manager/administrator for all District conservation programs grants received.

Assist partnership staff with information and education regarding conservation programs available to address resource concerns of landowners.

To assist and evaluate personnel needs, budgetary needs, issues/concerns, and programs of the WCSCD.

To prepare and present reports, to make sound recommendations, to communicate clearly and concisely, both orally and in writing.

Establish and maintain harmonious working relationships with State, Federal, County agencies, the general public, local representatives, and State, Federal, and locally elected officials.

Assist the District Chair in planning and conducting monthly Board of Supervisor meetings.

Supervise District employees, prepare and update job descriptions, conduct evaluations, and recommend needed training, disciplinary action, and recognition of employee efforts.

Supervise Maryland Department of Agriculture employees and other employees assigned to the District.

Recommend to the District Board of Supervisors, policies and programs for providing technical and administrative services in the District and implementation of approved policies and services.

Process, review, and approve Soil Erosion and Sediment Control Plans and provide review services to all plan types submitted to the District, as well as, review and approve Soil Conservation and Water Quality Plans, checks written, and other financial transactions.

Evaluate annually, fees charged for Urban Program services to ensure adequate funding for staff and operating expenses. When needed, prepare a fee increase request for presentation to the Board of Supervisors, the Board of County Commissioners of Washington County and other stakeholders.

Prepare correspondence for the District Chair's signature.

Represent the Board of Supervisors at public hearings and other meetings to convey District policies as approved by the District Board of Supervisors.

Administer, with partnership agencies and others as appropriate, an information program designed to acquaint all people with the District, its programs, and the need to conserve natural resources.

Work closely with County, State, and Federal agencies and organizations in developing and administering work programs of mutual interest.

Provide local administration oversight for the Maryland Agricultural Water Quality Cost-Share Program to ensure adherence to the program guidelines.

Provide local administration oversight for the Maryland Agricultural Cover Crop Program to ensure adherence to the program guidelines.

Coordinate District activities with the County and State Agricultural Preservation Programs.

Prepare the agenda for the monthly District Board of Supervisor meetings and special meetings, as necessary.

Prepare a monthly Treasurer's Report for the District Board of Supervisors and MDA.

Facilitate the annual review of accounts by an outside entity to meet State of Maryland requirements.

Maintain a system of office records as necessary to manage and supervise District operations.

Keep abreast of legislation concerning operations of the District.

Attend and participate in the summer and winter meetings of the Maryland Association of Soil Conservation Districts.

Attend and participate in the annual meeting of the National Association of Conservation Districts as requested and approved by the District Board of Supervisors.

Promote the partnership between NRCS, MDA, FSA, DNR, and RC&D.

Facilitate the implementation of the Antietam Creek Watershed Restoration Plan. Acquire and implement Federal Clean Water Act, Section 319(h) funding for projects in the watershed.

Meet with Legislators annually to review current bills and to provide education on the Soil Conservation District's annual accomplishments.

Meet with landowners and operators to assist and advise them of technical services available in establishing and maintaining conservation practices.

Make recommendations to the District Board of Supervisors as needed to keep current Memorandums of Understanding with the USDA, Natural Resources Conservation Service, Maryland Department of Agriculture, and other agencies as appropriate.

Serve as an administrative supervisor to MDA personnel assigned to the District.

Facilitate and contribute to publishing District newsletters and an Annual Report.

Arrange technical tours, workshops, and programs for landowners interested in improving soil, water, and related natural resources.

Perform other duties as directed by the District Board of Supervisors.

Perform other duties as required.

D. **Knowledge, Skills, and Abilities**

Excellent written and verbal communication skills.

Working knowledge of soil and water conservation principles, practices, methods, and procedures.

Working knowledge of administrative procedures and practices, including budget preparation and personnel administration.

Proficient with Microsoft Office (Word, Excel, PowerPoint, Publisher)

Working knowledge of QuickBooks accounting software.

Ability to learn and apply laws, rules, and regulations concerning soil and water conservation.

Provides guidance regarding organization of educational and information programs for agriculture producers in association with cooperating agencies, farmers, farm organizations, environmental organizations, and others involved with land use planning.

Knowledge of County government, MDA and NRCS procedures.

The ability to plan and effectively coordinate District programs.

Knowledge and skill in writing grant applications and administration of grant awards.

The District Manager is responsible for maintaining a favorable image for the conservation district when interacting with all levels of Local, State, and Federal government, public and private conservation organizations, and the general public.

Must have the ability to work well with others.

E. **Minimum Qualifications**

A bachelor's degree from an accredited four-year college or university with a degree in agriculture, environmental, or engineering field; eight years of experience in planning, engineering or administrative work or eight years working in a Soil Conservation District or related organization, or any combination of education and/or experience which demonstrate the ability to perform the job responsibilities listed, and a valid non-commercial Class C motor vehicle operator's license.

F. **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as

