

# Jackson Soil & Water Conservation District

## *Position Description*

An Equal Opportunity Employer

The Jackson Soil and Water Conservation District is accepting applications for a part-time (16-24 hours per week) District Manager.

**Position Title:** District Manager  
**Reports to:** Board of Supervisors  
**Employment Status:** Part-time (16-24 hours per week)

### Essential Functions

- Supervise the day to day operations and workload of the District staff.
- Compiles background information to facilitate decision making and policy setting functions of the Board of Supervisors. Keeps the Board of Supervisors informed on issues, needs and operation of the District.
- Prepare monthly reports.
- Conducts twice monthly staff meetings.
- Represents the District in a professional manner at public functions and at other county, state and Federal agency meetings. Attends OFSWCD winter annual meeting and Summer Supervisor School annually.
- Provides ideas for tours, field days, public speaking engagements, demonstrations and workshops.
- Assists the administrative assistant with the JSWCD annual budget to the Jackson County Board of County Commissioners and to the ODA Division of Soil and Water Resources.
- Prepares core program updates, annual reports and long-range plans.
- Attends all Jackson SWCD board meetings (currently held on the second Thursday of each month at 5pm).
- Follows guidelines in the SWCD administrative handbook and the Jackson SWCD employment policy book.

### Other Duties and Responsibilities

- Develops a basic skill level for utilizing GIS technology.
- Performs other related duties as required or assigned.

### Knowledge, Abilities, and Skills

**Knowledge of:** Knowledge gained upon employment to include Jackson Soil and Water Conservation District policy and procedures.

**Ability to:** Manage a staff of resource professionals and prepare budgets.

**Skill in:** Oral and written communication, use of Microsoft Office and GIS programs.

Positions Supervised

All district and seasonal staff.

Equipment Operated

Computers, copier, photography equipment, telephones, and District vehicles.

Hazardous or Physically Demanding Working Conditions of the Position

- Occasionally performs duties in inclement or severe weather
- Occasionally works outside of normal business hours to complete fieldwork, or to present programs
- Occasionally deals with dissatisfied customers

Qualifications

Four-year college degree and/or possession of all the following favorable attributes: SWCD experience, education and/or experience providing understanding of agricultural practices and operations common to the region including familiarity with common conservation practices, management ability, prominent leadership qualities, and proficient communication skills. A valid Ohio driver's license and proof of automobile insurability are required.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent who will be required to follow other instructions and perform duties required by the position's supervisor or designee.

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Board Chair

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Date