

For release  
4/1/2019

**JACKSON SOIL AND WATER CONSERVATION DISTRICT**  
**EMPLOYMENT OPPORTUNITY**

**Position:** District Manager

**Location:** Jackson Soil & Water Conservation District office, Jackson, Ohio

**Employment Status:** Full-time with benefits

**Nature and Purpose of Work:** The position of District Manager will be located in the Jackson Soil and Water Conservation District (SWCD) office and will be employed by the Jackson SWCD Board of Supervisors. The position is a full-time position of the Jackson Soil and Water Conservation District (SWCD). The person who occupies this position should and will become highly proficient in technical and personal relations aspects of program implementation. This includes the ability to work with local government entities, agri-businesses, landowners, and farmers under complex and challenging circumstances. Conservation education is also a priority of the SWCD, and the person who occupies this position will work with other staff on planning, preparing and providing conservation education opportunities for both children and adults.

The employee is directly responsible to the District Board of Supervisors for work priorities. The Division of Wildlife (DOW) will provide guidance and assistance on human/wildlife conflicts, wildlife habitat enhancement and education, and identifying possible stream pollution problems. The Division of Forestry will provide some guidance and assistance on the forestry aspects of this position. The Division of Soil and Water Conservation (DSWC) and the Natural Resources Conservation Service (NRCS) will provide assistance regarding applicable technical standards and specifications on program and practices that benefit wildlife habitat.

**Primary Duty:** Develops and provides technical assistance to communicate best management practices related to agricultural production and conservation of soil, water, forest, and wildlife resources.

**Responsibilities Include:** 1) Provides both onsite and over the phone technical assistance regarding best practices for farming, soil and water conservation, establishment and improvement of pollinator habitat, addressing nuisance wildlife, wildlife damage, forest/tree health, pond construction, pond management, and forest management. 2) Collects and prepares soil samples to be sent away for testing. 3) Assist landowners with identification of both native and non-native vegetative and woodland species. 4) Coordinates District's Annual Tree and Fish sales. 5) Prepares news releases, radio/TV programs, and newsletter articles on district activities and programs. 6) Organizes, participates in, and assists with District field days,

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tours, workshops, conservation education programs etc. 7) Assists Natural Resource Conservation Service (NRCS) with planning, design and implementation of USDA Farm Bill Programs. 8) Maintains, prepares and completes records and reports required by the SWCD and all other partner agencies. 9) Manages and reports SWCD fund receipts and expenditures as required including using QuickBooks software. 10) Reports district activities in Beehive reporting system. 11) Assists board chairperson in board meeting preparation. 12) Perform other duties as assigned or as judgement, necessity, or priorities may dictate.

**Qualifications:**

- Associate degree (Bachelor degree preferred) in agronomy, wildlife management, forest management, or closely related field
- Working knowledge/experience in one or more of the following areas: crop and/or livestock operations including management practices emphasizing soil and water conservation, pollinator habitat initiatives, forestry management, and wildlife management
- Good communication skills (public speaking—both one-on-one and formal presentations), writing, etc.)
- Valid Ohio driver's license
- Ability to handle physical labor, lift up to 65 pounds, work in inclement weather and traverse rugged terrain.
- Must pass pre-employment screening/background check

**Hours of Work:** This is a full-time position with a 40-hour work week. Monday thru Friday from 8:00 a.m. to 4:30 p.m. Some evenings and weekends may be required.

**Salary & Benefits:** Pay will be established at an hourly rate & will be based on experience. Selected applicant will participate in Public Employees Retirement System; will be eligible for vacation, sick leave, health and life insurance as well as deferred compensation.

**Application Deadline:** Resumes must be received or postmarked on or before April 28, 2019. Please note that a complete application includes a cover letter and resume along with 3 references—the references may be added at the end of the resume. Mail or email application materials to:

**Soil & Water Conservation District  
Attention: Don Althoff, Board Chairman  
Jackson SWCD Office  
2026 Fairgreens Rd.  
Jackson, OH 45640  
dalthoff@rio.edu**