

Position: District Manager

Location: Alexandria, Kentucky
Campbell County Conservation District office
8350 East Main Street, 41001

Hours: Monday - Tuesday- Thursday, 8:00 a.m. – 4:00 p.m.
30 min. lunch break - unpaid
One 15-minute rest period for every 4 hours worked, paid time.

Office hours plus additional time up to 28 hours per week as needed, which may include one or more night meetings per month. May be required to attend additional committee meetings, special board meetings, and/or District program events.

Job Classification: Permanent Part-Time. Non-Exempt (non-exempt from minimum wage and overtime requirements).

Minimum Qualifications: College Degree (BA or BS) with degree in agriculture, biology, science, Environmental Education, or other related technical area, and related work experience. Salary is based on grade and step table Cincinnati area from the U.S. Office of Personnel Management Civilian Workforce Qualifications Standards for General Schedule Positions.

Supervision: The district manager will perform his/her duties with a minimum of supervision from the Board of Supervisors. Direction and supervision will be provided through regular and special meetings, conferences, and oral or written instructions. The employee is directly responsible to the Board of Supervisors and shall be subject to the direction of the Board. Direction of the Board shall be through the District Chairman, Vice Chairman, and Secretary/Treasurer who function as the District Executive Committee. The employee will work with the Natural Resources Conservation Service (NRCS) staff through the district's Memorandum of Understanding. The employee shall carry out the responsibilities as assigned by the District Board of Supervisors.

Office machinery and programs may include: telephone, copier, computer system and programs: MS Word; MS Excel; MS Outlook; MS Access; MS Publisher; website design, QuickBooks, and ArcGIS may also be required.

Duties:

1. Compile information to facilitate the decision-making and policy-setting function of the District Board.
 - a. In cooperation with various federal, state and local agencies, assess the need for conservation work within the District and recommend actions and programs to meet those needs.
 - b. Keep District Board informed of trends and issues in conservation work that are developing, in which the District may have an interest or wish to become involved.
 - c. Maintain a current inventory of the natural resources and conservation needs of the District.
 - d. Develop and maintain knowledge of legislation governing the District and programs available through the Conservation District, NRCS, and related agencies.
2. Implement programs to promote natural resource management as outlined in the District's annual plan of work and long-range plan of work, and/or as directed by the Board.
 - a. Prepare a draft annual plan of work and a proposed budget for the District Board.
 - b. Assist District Board with periodic (five year) revision of the district's long range plan.
 - c. Assist District Board with District evaluation (formerly Goodyear evaluation).
 - d. Review memos of understanding between the District and cooperating agencies periodically.

- e. Review Board operations policies. Prepare new policies as necessary and as directed by the District Board.
 - f. Develop new programs and proposals for consideration by the District Board.
 - g. Support District Board in preparing for and conducting regular and special meetings of the Board, Board committees, and Board advisory committees.
 - h. Seek out and develop grant proposals to meet identified conservation needs.
3. Represent the Board of Supervisors, as directed by the Board, at all meetings and in all matters concerning the District Board and their conservation programs.
 - a. Represent the District at meetings of local, state, and federal agencies where soil, water, and related natural resource problems are discussed, as directed by the Board.
 - b. Meet with county and other local officials and legislators concerning District programs as directed by the Board.
 - c. Develop knowledge of the functioning of related local, county and state government agencies.
 - d. Prepare reviews, comments and other documents regarding issues of concern to the District Board, subject to the approval of the District Board and NRCS Supervisory Natural Resource Manager where applicable. (Example: Comprehensive Plan Reviews; Site and/or Zone Change Reviews; comments on agency actions, etc.)
 4. Direct a public information and education program through individual contacts, tours, newspaper, radio, television, District newsletter when applicable, *What's Happening*, public appearances at civic groups, public schools, youth groups and other venues.
 - a. Develop relationship with area media and invite representatives to all District functions.
 - b. Actively seek opportunities to present information and conservation programs to public bodies, civic organizations, schools, and clubs.
 - c. Promote conservation education in schools by providing or assisting with workshops to train teachers in conservation education, classes for students, and participating in special events such as career days.
 - d. Assist the Northern Kentucky University Center for Environmental Education and NKU Environmental Education Alliance with programs that promote conservation education and district goals.
 - e. Provide technical and administrative assistance to organizations such as schools and parks in developing conservation education programs, classes and facilities such as outdoor classrooms.
 - f. Plan, construct, install, operate, and/or secure conservation exhibits.
 - g. Arrange tours, field days, workshops, meetings, and conferences for informing all segments of the populace of the Districts' conservation programs and of modern conservation concepts.
 - h. Write, edit and prepare the Conservation District's newsletter when applicable, Conservation District brochures, news releases, and other public information and education tools.
 - i. Maintain database of District contacts and cooperators for documentation distribution and other contact purposes such as field days, workshops, and special events.
 - j. Oversee development and maintenance of District web site, Facebook page, and other outlets.
 - k. Assist NRCS staff with preparation of brochures and other materials as requested and required.
 5. Coordinate District involvement and assistance in a variety of programs and activities with the NRCS staff and other agencies such as the Ky. Cabinet for Environmental and Public Protection; Ky. Division of Conservation, Ky. Divisions of Forestry, Water and Air; Ky. Dept. of Fish and Wildlife Resources; local parks departments; State Parks; Farm Services Agency; Cooperative Extension Services; other Conservation Districts; Ohio-Kentucky-Indiana Regional Conservation Council, and other agencies and organizations involved in conservation.
 6. Provide supervision and oversee training of district employees. Review time sheets, monthly reports, and other documents and provide evaluation for employees to present to District executive committee.
 7. Periodically review and revise District's personnel policy, job descriptions, and employment practices handbooks.