

**Warren Conservation District**  
**District Manager Job Description**  
**June 2023**

**I. Overview**

- a.** The District Manager is responsible for carrying out the mission and programs of the Warren Conservation District in accordance with Conservation District Law, as directed by the Board of Directors. The responsibilities include the administration, coordination, communication, and supervision of all functions of the district's operation.
- b.** The District Manager serves as a liaison between the district board, cooperating agencies, landowners, the county commissioners, municipal officials, legislators, and the public.

**II. Responsibilities -** The essential functions of the position include but are not limited to the following:

- a.** District Management and Administration
  - i.** Develop district goals, objectives, and strategic plans in cooperation with the district board and staff.
  - ii.** Supervise work responsibilities of four district employees. Complete hiring, counseling, evaluation of performance, disciplinary action, and approval of work hours.
  - iii.** Develop and administer annual budget, which is currently in excess of \$360,000 in consultation with the board treasurer and the budget committee; prepare monthly financial reports for board approval.
  - iv.** Prepare the Annual Report and other reports as needed and requested by the Board.
  - v.** Identify sources of funding and prepare applicable grant applications.
  - vi.** Prepare periodic financial and status reports as needed for funding approval.
  - vii.** Prepare monthly agenda and other pertinent information, in consultation with the board president, necessary for review, discussion, and decision making by the board of directors.
  - viii.** Responsible for the annual audit which will be completed and presented to the board prior to being submitted to the State Conservation Commission by March 31 each year.
  - ix.** Assists nominating organizations and the Warren County Commissioners with District Director nominations.
  - x.** Coordinate and maintain positive working relationships with all local, state, and federal agencies, municipal officials, legislators, educators and the public toward conservation and natural resource management.
- b.** District Programs
  - i.** Currently, 2023, the district operates the following programs:
    - 1.** Earth Disturbance activities – Chapter 102 of the Pennsylvania Environmental Resources Code

2. Stream Encroachment activities – Chapter 105 of the Pennsylvania Resources Code
  3. Dirt & Gravel and Low Volume Roads Program
  4. Agriculture Conservation Programs
  5. Nutrient & Manure Management
  6. Environmental Education
- ii. Some of the activities include but are not limited to the following:
1. Assist landowners, farmers, and others with permit applications.
  2. Review erosion and sedimentation control plans, provide approval or assistance in development of plans.
  3. Inspect and document field worksites to ensure regulatory compliance.
  4. Investigate complaints and attempts to resolve them with all parties.
  5. Nutrient management plans
  6. Conduct workshops for adults and environmental education activities for youth.

### **III. Qualifications and requirements**

- a. Education – bachelor's degree in agriculture, natural resource management, or environmental sciences or related fields required and 2 years of experience in related fields.
- b. Supervisory and business management experience preferred.
- c. Excellent verbal and written communication skills required.
- d. Capable of reading and understanding maps and diagrams of various types.
- e. Working knowledge of regulatory requirements of the specified programs.
- f. Able to create, implement and follow a complex budget with multiple in-flows and expenditures.
- g. Effective use of computer programs such as spreadsheets and word documents.
- h. Ability to traverse difficult terrain and do field work in a variety of weather conditions.
- i. Required to attend the necessary training/education to carry out and implement mandated programs.
- j. This work includes evening and weekend hours as necessary to fulfill job responsibilities.
- k. A valid driver's license is required.