

Columbia County Conservation District
JOB DESCRIPTION
DISTRICT MANAGER

The District Manager position is a full time position responsible for the administration of the programs of the Columbia County Conservation District. The manager is directly responsible to the Columbia County Conservation District board of directors for guidance and direction.

Specific Responsibilities

Administration

- Carry out the directions and programs of the board of directors.
- Act as liaison between the board of directors and other agencies, municipalities, local landowners, and others having an interest in the natural resources in the county.
- Represent the board of directors and present their views at all meetings of local, regional and state agencies where soil, water and related natural resource problems are discussed.
- Analyze information and research and make recommendations to the District Board regarding issues of concern.
- Attend workshops, seminars, PACD meetings, training sessions and other related meetings.
- Serve as member of all district committees.
- Attend to all routine District correspondence.
- Administer all state and local grant programs.
- Prepare all quarterly and/or special reports and claims as required by the state or local governing bodies on a timely basis.
- Inform the board of new or changing programs which might be of interest to the county and make recommendations where appropriate.
- Encourage the use of district services by local municipalities and landowners.
- Administer local programs such as the annual tree sale, annual picnic, banquets and special events as requested by the board.
- Participate at annual planning meeting to evaluate the District's Plans & Objectives, outlining and setting goals, and setting time schedules for implementation of district annual objectives for director's approval.
- Assist in the preparation of the annual budget and be responsible for its implementation on a day to day basis.
- Review the district staffing needs and make recommendations for changes in staff size or additional training as needed.
- Maintain a working relationship with all federal, state and local agencies which have programs of use in Columbia County.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Ability to communicate effectively in writing and verbally with a wide range of individuals (from the layman to the professionals);
2. Must possess effective communication and interpersonal skills.
3. Must possess initiative and problem solving skills.
4. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers, staff, agencies and others.
5. Must possess a valid Driver's License.
6. Must possess the ability to make independent decisions when circumstances warrant such action.
7. Must possess knowledge of principles and practices of resource protection and conservation, and the ability to plan and delegate and oversee work.
8. Must possess knowledge and ability to prepare budgets and to analyze and direct financial aspects within the department.
9. Must possess the ability to resolve problems in an efficient and effective manner.
10. Must possess thorough knowledge of planning and County policies, procedures and practices, and the ability to carry these out and to interact effectively with other departments and agencies regarding same.
11. Must possess the ability to coordinate a number of services and activities.
12. Must possess knowledge of management and administrative techniques.
13. Must possess knowledge and ability to develop agricultural and natural resource programs as needed within the County and to interact with involved agencies, landowners and others effectively.
14. Must demonstrate an ability to supervise, motivate and maintain a good working relationship among employees;
15. Must possess knowledge of basic computer operations and selected office and resource management/software packages;
16. Must possess knowledge of matters pertinent to conservation and the environment.

All programs and services of the Columbia County Conservation District are available to all without regard to race, color, national origin, religion, sex, age, marital status, or handicap.